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APPORTIONED REGISTRATION MANUAL

This manual is a guide to obtaining apportioned registration for carriers based in Michigan. This guide gives the basic information needed to apply for registration and license plates. If you have a unique situation not covered in these instructions, contact the IRP office for assistance.

OFFICE LOCATIONS

The IRP Unit may be contacted as follows:

Mailing Address:

Michigan Department of State
IRP Unit
P.O. Box 30029
Lansing, MI 48909-7529
Telephone: (517) 322-1097
Facsimile: (517) 322-1058

Office Location:

Department of State Building
State Secondary Complex
7064 Crowner Drive
Lansing, MI 48918-1502
(9 miles southwest of the State
Capitol on Lansing Road)

Office hours are 8:00 a.m. to 4:45 p.m., Monday, Tuesday, Thursday, and Friday; and 9:30 a.m. to 4:45 p.m., Wednesday.

Same-day service is available for some transactions received by 3:00 p.m., **with these exceptions:**

- Applications containing large numbers of vehicles may not receive same-day service.
- Same-day service may not be available during the renewal period.

Payments and supplemental applications ONLY can be handled at these Secretary of State branch offices:

Wyoming #273
1056 Rogers Plaza SW
Wyoming, MI 49509-2800
(616) 363-8778

Taylor #125
8210 Telegraph
Taylor, MI 48180-2229
(313) 541-5454

Warren Dequindre #158
28220 Dequindre Rd
Pine Tree Plaza
Warren, MI 48092-5604
(586) 575-9023

Gaylord #369
Alpine Plaza
829 W. Main C-10
Gaylord, MI 49735-1901
(989) 732-1413

Escanaba #381
305 Ludington St
Escanaba, MI 49829-4048
(906) 786-5830

Oak Park/Greenfield #142
26196 Greenfield Rd
Oak Park, MI 48237-1091
(313) 541-5454

These offices handle supplemental applications only -- no renewals or new accounts.

II

APPORTIONED REGISTRATIONS

SUMMARY

The International Registration Plan (IRP) is a program for licensing commercial vehicles (trucks, trailers, and buses) in interstate operations among member jurisdictions (states or provinces). The member jurisdictions of IRP are all states (except Alaska and Hawaii), the District of Columbia, and the Canadian provinces (except Yukon and Northwest Territory).

Under this program, an interstate carrier files an apportioned registration application in the state or province where the carrier is based (the base jurisdiction). The fleet vehicles and the miles traveled in each state are listed on the application. The base jurisdiction collects the full license registration fee. They distribute the fees to the other jurisdictions based on the percentage of miles the carrier will travel, or has traveled in each jurisdiction. The base jurisdiction also issues a license plate showing the word "apportioned" and a cab card showing the jurisdictions and weights for which the carrier has paid fees.

The apportioned plate and cab card are the only plate registration credentials needed to operate in member jurisdictions. These registration credentials allow the carrier to operate both intrastate and interstate in all states listed on the cab card. (Check with the Michigan Public Service Commission (MPSC) and the Michigan Department of Treasury for other necessary credentials in Michigan.)

FEE COVERAGE

The fees you pay for your base apportioned plate and cab card are only the license plate and registration fees due for the jurisdictions printed on your cab card.

The IRP fee does not include the following:

1. Motor fuel taxes or fuel permit fees.
2. Permits to exceed the maximum length, width, height, or axle limitations.
3. Any operating authority required by any state or province.
4. Registration or license fees of states or provinces that are not IRP members.
5. Any special permits that are required by individual states.

Addresses and telephone numbers of IRP jurisdictions for permits or operating authority are in Appendix F in the back of this manual.

WHO MUST OBTAIN AN IRP REGISTRATION

You must obtain apportioned registrations for your fleet if you operate in Michigan and any other IRP jurisdiction, AND the vehicle:

- Is a power unit having two axles and a gross vehicle weight or registered gross vehicle weight in excess of 26,000 pounds; or
- Is a power unit having three or more axles, regardless of weight; or
- Is used in combination, when the weight of such combination exceeds 26,000 pounds gross vehicle weight.

Vehicles, or combinations thereof, having a gross vehicle weight of 26,000 pounds or less and two-axle vehicles and buses used in transportation of chartered parties may be proportionally registered at the option of the registrant.

In Michigan and most other jurisdictions, power units are the only vehicles that must have apportioned registrations.

IRP EXEMPTIONS

These vehicles do not need an apportioned registration:

1. Government-owned vehicles.
2. City pick-up and delivery vehicles.
3. Buses used to transport chartered groups.
4. Recreational vehicles.
5. Vehicles displaying a restricted plate that is recognized under other reciprocity agreements.

HOW FEES ARE APPORTIONED

Following is an *example* of how the registration for a Michigan-based power unit might be apportioned:

The operator of this unit drives in Michigan, Indiana, Illinois, and Wisconsin and drives 25,000 miles per year in each jurisdiction, for a total annual mileage of 100,000. The operator chose the gross vehicle weight of 80,000 pounds for each state. Under the International Registration Plan, the license fee would be computed as follows:

	Mileage in State	Percentage of Total		Full year fees for State		Apportioned Fee
Michigan	25,000	25%	X	1,660.00	=	415.00
2 nd State	25,000	25%	X	1,457.00	=	364.25
3 rd State	25,000	25%	X	2,790.00	=	697.50
4 th State	25,000	25%	X	1,987.50	=	496.88
Total	100,000	100%				\$1,973.63*

**The above example does not reflect actual fees in particular states.*

PARTIAL PAYMENT OPTION

Michigan allows you to make a partial payment on 12 month invoices only. The partial payment is all of the fees due to the other states, and 50% (half) of the amount due to Michigan. A \$10 service fee per vehicle is indicated on the invoice and must be paid with the first payment.

If you make a partial payment, you are legally responsible for the second payment. Payment is required whether or not the vehicle is still in service or existence, or whether the carrier is in or out of business.

Using the table below, locate your expiration month to determine when the second half of your Michigan fees are due.

PLATES EXPIRE	PARTIAL PAYMENT DUE
June 30	January 1
September 30	April 1
December 31	July 1
March 31	October 1

PENALTY FEE: Public Act 280 of 1989 provides a new penalty for any partial payment account that is not paid in full within 180 days after date of purchase.

If any IRP installment amount is outstanding and unpaid by the due date, all of the following will be imposed as a penalty:

- **You will not be able to use the partial payment plan for the following two registration years.**
- **25% of the balance will be added to the amount owed.**
- **All Vehicle registrations in your account will be suspended.**
- **A statement of the balance and penalty due will be sent to the Department of Treasury for collection.**

INSURANCE REQUIREMENTS

Whether you are obtaining your first apportioned plate, or renewing an existing plate, you must provide proof that your vehicle has Michigan No-Fault Insurance for public liability and property damage. This insurance is separate from your cargo. The minimum coverage requirements are \$20,000/\$40,000 public liability and \$10,000 property damage, or single limit coverage of \$50,000.

Proof of Michigan No-Fault Insurance must be submitted with your application. Your insurance agent or company should provide this proof to you. The proof must show the following information:

- 1) The insurance is written specifically as a Michigan policy (other state's no-fault laws are not the same as Michigan and will not be accepted);**
- 2) Name of the insurance company issuing the coverage;**
- 3) Name of the person or company covered by the policy;**
- 4) Vehicle covered (year, make, and vehicle identification number);**
- 5) Beginning and ending date of coverage; and**
- 6) Policy number.**

Individuals, companies, and corporations may post a bond with the Michigan Department of State to self-insure their vehicles. When approved, a certificate valid for one year will be issued certifying the self-insurance. This certificate is the proof of insurance. **If the insurance is in a name other than the registrant, a copy of the lease agreement is required.**

VEHICLE WITHDRAWN; DISPOSITION OF FEES

If a vehicle is withdrawn from an apportioned fleet during the registration period, you must notify the IRP Unit. If you want to cancel your plate, you must send a letter, along with the plate and cab card, to the IRP Unit.

The State of Michigan does not refund fees for withdrawing a vehicle from a fleet unless one of the following conditions exists:

- You must transfer or assign title or interest in a registered vehicle before placing the plate or tab on the vehicle. You must apply for a refund within 30 days of the sale of the vehicle.

Vehicle Withdrawn; Disposition Of Fees (*Continued*)

- The owner of the vehicle dies. The surviving spouse may apply for a refund for the time remaining on the license plate.
- If your driver license is suspended because of a physical/medical reason.

If one of the above conditions does not exist, you will not receive a refund or credit for the vehicle. However, you may receive credit if you transfer the plate to another vehicle. You are encouraged to keep the plate and the cab card so that you can transfer the plate to the other vehicle during the registration year.

When you transfer the plate to another vehicle, you must submit the old cab card. You may apply for a TA to use until you receive your new cab card.

GVW PLATE CREDIT

If you currently have a valid Michigan GVW license plate, and need to purchase a Michigan IRP plate, you may turn the GVW plate in for credit. The GVW plate must be registered to the same vehicle for which you are requesting an IRP plate. The credit will not exceed the total amount of the Michigan portion of the IRP billing notice. You **MUST** turn in the GVW registration along with the license plate to receive credit.

You may elect to receive a refund for a Michigan GVW license plate. To do so, you must request a refund by sending in a letter stating the reason for the refund along with the GVW license plate, registration, and your IRP invoice. The refund must be requested within 30 days of the IRP application. Mail the letter, license plate, and registration to:

Michigan Department of State
Finance Division
Refund Unit
Lansing, MI 48918-1422

TAX EXEMPTIONS FOR INTERSTATE TRUCKS

On July 14, 1999, Governor Engler signed into law Senate Bill (SB) 544 (PA 116). House Bill (HB) 4586 (PA 70) was previously signed into law on June 25, 1999. This legislation provides a full (non-apportioned) sales and use tax exemption to interstate motor carriers for the sale, purchase or lease of rolling stock made after April 30, 1999. This exemption applies to qualified trucks, a trailer designed to be drawn behind a qualified truck, and parts affixed to either a qualifying truck or trailer. These items are collectively defined as “rolling stock.” Previous exemptions had expired April 30, 1999.

- “Qualified truck” is a commercial motor vehicle power unit with 2 axles and a gross vehicle weight rating (GVWR) over 10,000 lbs., or a commercial motor vehicle power unit with 3 or more axles. A “qualifying trailer” is one designed to be drawn behind a “qualified truck”.
- An “interstate motor carrier” is a person in the business of carrying persons or property, other than themselves, their employees, or their own property, for hire across state lines and whose fleet mileage was driven at least 10% outside of Michigan in the immediately preceding tax year. In computing fleet mileage, trucks used solely in one state (intrastate) cannot be counted.

HEAVY VEHICLE USE TAX (IRS FORM 2290)

The U.S. Internal Revenue Service requires all states to verify proof of payment or exemption from the Federal Heavy Vehicle Use Tax before registering vehicles at 55,000 pounds gross vehicle weight or above. For Michigan-based vehicles, this verification is required for all vehicles with a GVW of 60,000 through 160,001 pounds.

Heavy Vehicle Use Tax may be due on your newly purchased vehicles. If you have just purchased another vehicle, you should contact the IRS to get information on any Heavy Vehicle Use Tax that may be due. To register or renew your vehicle, you must submit a copy of your validated Schedule 1 (IRS Form 2290). A photocopy is acceptable because this form will be kept by the Department of State. The IRS Heavy Vehicle Use Tax period runs from July 1 to June 30 each year.

If you have not received your validated Schedule 1 (Form 2290) from the IRS by the time you wish to register or renew, you must send photocopies of the following items:

- Form 2290
- Schedule 1 (which shows name, address, and vehicle identification number(s) if paying on less than 21 vehicles)
- Photocopies of both sides of your canceled check showing an IRS validation or an IRS cash receipt (Form 809) identifying that Heavy Vehicle Use Taxes (shown as "2290" on the receipt) were paid.

YOUR APPLICATION WILL NOT BE PROCESSED WITHOUT THE REQUIRED PROOF OF, OR EXEMPTION FROM, THE HEAVY VEHICLE USE TAX.

If you have any questions about the Heavy Vehicle Use Tax, contact a local Internal Revenue Service office.

Heavy Highway Vehicle Use Tax Return

For the period July 1, 2003, through June 30, 2004

▶ Attach both copies of Schedule 1 to this return.
▶ See the separate instructions.

Keep a copy of this
return for your records.

OMB No. 1545-0143

Type or Print Check here if: Address change <input type="checkbox"/> Final return <input type="checkbox"/>	Name	Employer identification number	FOR IRS USE ONLY T FF FP I T
	Address (number, street, and room or suite no.)		
	City, state, and ZIP code (For Canadian or Mexican address, see page 3 of the instructions.)		

Part I Figuring the Tax

1	Was the vehicle(s) reported on this return used on public highways during July 2003 ? If YES, enter 200307 in the boxes to the right. If NO, see page 3 of the instructions . ▶	1	Y	Y	Y	Y	M	M
2	Total tax. Enter the Totals from Form 2290, page 2, column (4) ▶	2						
3	Additional tax from increase in taxable gross weight. See page 3 of the instructions . ▶	3						
4	Credits. See page 3 of the instructions ▶	4						
5	Tax as adjusted. Add lines 2 and 3, then subtract line 4 from the total. This is the amount you owe. If paying in installments, go to line 6. If payment through EFTPS, check here. <input type="checkbox"/> . . ▶	5						
6	Installment payment. See page 5 of the instructions ▶	6						

Part II Statement in Support of Suspension (Complete the statements that apply. Attach additional sheets if needed.)

- 7 I declare that the vehicles listed in Part II of Schedule 1 are expected to be used on public highways (check the boxes that apply): ☐ 5,000 miles or less ☐ 7,500 miles or less for agricultural vehicles
during the period July 1, 2003, through June 30, 2004, and are suspended from the tax. Complete and attach Schedule 1.
- 8a I declare that the vehicles listed as suspended on the Form 2290 filed for the period July 1, 2002, through June 30, 2003, were not subject to the tax for that period except for any vehicles listed on line 8b. **Check this box if applicable.** ▶ ☐
- b Vehicle identification numbers
- 9 I declare that vehicle identification numbers
were listed as suspended on the Form 2290 filed for the period July 1, 2002, through June 30, 2003. These vehicles were sold or transferred to on
At the time of the transfer, the vehicles were still eligible for the suspension of the tax. Attach a separate list if needed.

Third Party Designee	Do you want to allow another person to discuss this return with the IRS (see instructions)? <input type="checkbox"/> Yes. Complete the following. <input type="checkbox"/> No		
	Designee's name ▶	Phone no. ▶ ()	Personal identification number (PIN) ▶ <input type="text"/>
Sign Here	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete.		
	▶ Signature		▶ Date
	Type or print name below signature.		Telephone number ()

For Privacy Act and Paperwork Reduction Act Notice, see page 7 of the instructions.

Cat. No. 112500

Form **2290** (Rev. 7-2003)

Detach here

Payment Voucher

For the period July 1, 2003, through June 30, 2004
See **How to Make Your Payment** on page 5.

OMB No. 1545-0143

▶ Do not staple or attach this voucher or your payment to your return.

1 Employer identification number	2 Enter the amount of your payment.	Dollars	Cents
3 Enter date as shown on line 1 of Form 2290. Y Y Y Y M M	4 Name		
	Address		
	City, state, and ZIP code (For Canadian or Mexican address, see instructions.)		

Send Form 2290, this voucher, and payment to:
Internal Revenue Service
P.O. Box 105421
Atlanta, GA 30348-5421

SCHEDULE 1
(Form 2290)(Rev. July 2003)
Department of the Treasury
Internal Revenue Service**Schedule of Heavy Highway Vehicles**

For the period July 1, 2003, through June 30, 2004

OMB No. 1545-0143

Complete both copies of Schedule 1 and attach them to Form 2290.

Type or Print	Name as shown on Form 2290	Employer identification number	FOR IRS USE ONLY T FF FP I T
	Address (number, street, and room or suite no.)		
	City, state, and ZIP code (For Canadian or Mexican address, see page 3 of the instructions.)		

Caution: *You must list **all** vehicles. Attach a separate list if needed.***Part I Vehicles on Which You Are Reporting Tax.** See page 4 of the instructions.

	Vehicle Identification Number	Category		Vehicle Identification Number	Category
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). See page 4 of the instructions.

	Vehicle Identification Number	Category		Vehicle Identification Number	Category
1		W	2		W

Part III Summary of Reported Vehicles

a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals	a	
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W).	b	

For Privacy Act and Paperwork Reduction Act Notice, see page 7 of the instructions.

Schedule 1 (Form 2290) (Rev. 7-2003)

Do not cut or separate the forms on this page.**SCHEDULE 1**
(Form 2290)(Rev. July 2003)
Department of the Treasury
Internal Revenue Service**Schedule of Heavy Highway Vehicles**

For the period July 1, 2003, through June 30, 2004

OMB No. 1545-0143

This copy will be stamped and returned to you for use as proof of payment when registering vehicle(s) with a state.

Type or Print	Name as shown on Form 2290	Employer identification number
	Address (number, street, and room or suite no.)	
	City, state, and ZIP code (For Canadian or Mexican address, see page 3 of the instructions.)	

Caution: *You must list **all** vehicles. Attach a separate list if needed.***Part I Vehicles on Which You Are Reporting Tax.** See page 4 of the instructions.

	Vehicle Identification Number	Category		Vehicle Identification Number	Category
1			7		
2			8		
3			9		
4			10		
5			11		
6			12		

Part II Vehicles for Which Tax Is Suspended—5,000 Miles or Less (7,500 Miles or Less for Agricultural Vehicles). See page 4 of the instructions.

	Vehicle Identification Number	Category		Vehicle Identification Number	Category
1		W	2		W

Part III Summary of Reported Vehicles

a Enter the number of taxable vehicles from Form 2290, page 2, column 3, Totals	a	
b Enter the total number of taxable vehicles on which the tax is suspended from Form 2290, page 2, column 3 (category W).	b	

For Privacy Act and Paperwork Reduction Act Notice, see page 7 of the instructions.

Schedule 1 (Form 2290) (Rev. 7-2003)

WEIGHT VARIANCE

It is necessary to submit supporting documentation for any vehicle if the highest and lowest weights for jurisdictions registering by gross weight vary by 10 percent or more, and you may be rejected or denied registration for those vehicles if the variance does not reflect actual operating practice.

ROAD TRACTORS

When registering a Road Tractor (Mobile Home Toter), you will need to report your unladen weight and your gross vehicle weight. Michigan charges fees using the unladen weight, but other IRP jurisdictions charge fees using the gross vehicle weight that is indicated.

If you are pulling a modular home on a trailer, you must register the vehicle as a tractor at the gross vehicle weight (GVW).

FLEET-TO-FLEET VEHICLE TRANSFERS

You are allowed to transfer vehicles from one fleet to another. However, these jurisdictions will not give you any credit on a fleet-to-fleet transfer:

Alabama	Indiana	Nebraska	Tennessee
Arkansas	Kansas	New Hampshire	Virginia
British Columbia	Kentucky	Oklahoma	Washington
California	Louisiana	Oregon	Wisconsin
Florida	Minnesota	Saskatchewan	
Illinois	Mississippi*		

*Mississippi will allow fleet-to-fleet credit on same supplement only. Credit is restricted to one-on-one vehicle basis. No refunds.

FACSIMILE SERVICE

The IRP Unit offers facsimile service to approved IRP registrants. Continual facsimile service is available for supplemental transactions only. It allows applications to be faxed directly to Lansing, and you can receive your temporary authorization directly from Lansing. Fax agreements and specifications can be found on the state web site at www.Michigan.gov/sos. Choose the IRP option under Services to Business.

FACSIMILE RENEWALS

The IRP Unit is now accepting renewal applications by fax from any carrier. You should attach a cover sheet indicating the following information:

- Account name
- Account number/fleet number
- Number of pages
- Whether you want your invoice faxed (provide facsimile number) or mailed
- A contact person and phone number

Please remember that you must include your insurance, HVUT, and proof of ownership, if required.

Please fax your renewals to (517) 322-5972, or (517) 322-5844.

If you have any questions, please call the IRP Unit at (517) 322-1097.

RENTAL VEHICLES

Base jurisdiction requirements are the same for rental vehicles as described for IRP vehicles. However, if a rental carrier no longer meets the requirements of the established place of business and base criteria, they will be allowed to remain in Michigan for the remainder of the registration year.

RENTAL PASSENGER VEHICLE CALCULATION

To allocate and register these vehicles:

1. Divide the gross revenue received in the preceding year for use of such rental vehicles arising from passenger car rental transactions occurring in your jurisdiction by the total gross revenue received in the preceding year in all jurisdictions in which such vehicles are rented. The resulting percentages shall be applied to the total number of passenger cars that shall be fully-registered in each jurisdiction during the first quarter of each registration year.
2. If equipment is added to the fleet after the first day of any licensing year, the same percent used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in each jurisdiction's particular quarter.

Each year a list of license numbers and purchase dates must be prepared and maintained. For auditing purposes, these records should be kept for the current registration year and for the three prior mileage reporting years.

RENTAL TRAILERS AND SEMI-TRAILERS (POOL FLEETS)

To allocate and register trailers and/or semi-trailers over 6,000 pounds GVW, and used solely in pool fleets:

1. Divide the gross revenue received in the preceding year for the use of such rental vehicles arising from rental transactions occurring in your jurisdiction by the total gross revenue received in the preceding year in all jurisdictions in which such vehicles are rented.
2. The resulting percentages shall be applied to the total number of vehicles owned and/or operated in such fleet on the first day of each registration year, and these figures shall be the number of rental pool fleet trailers and/or semi-trailers that shall be fully registered in each jurisdiction during the renewal period of each registration year.
3. If equipment is added to the fleet after the first day of any licensing year, the same percentage used at the beginning of that licensing year shall be used in determining the number of additional vehicles subject to registration in each jurisdiction during a particular year.

A listing of license numbers and dates purchased and/or renewed must be prepared and maintained. Such registration records and canceled checks representing payment of pool fleet trailer license plates purchased and/or renewed, shall be available for audit. For audit purposes, these records should be kept for the current registration year and the three prior mileage reporting years.

ONE-WAY RENTAL VEHICLE FEE CALCULATION

Owners of trucks less than 26,000 pounds gross vehicle weight operated as part of an identifiable one-way fleet will allocate vehicles to the respective jurisdictions based on the mileage factor shown below and fully plate these allocated vehicles in such jurisdiction. All trucks of such one-way fleets so qualified will be allowed to perform both intrastate and interstate movements in all jurisdictions.

Fleets of one-way rental vehicles (trucks) are apportioned much the same way as apportionable fleets (regular trucking operations) operated by the trucking industry. Like the trucking industry, records of vehicle movement (mileage records) are maintained in order to develop a record of total miles and individual jurisdiction miles. The only difference between one-way rental fleets and other apportionable fleets is the method of paying the apportioned fees due. Fees due on one-way rental vehicles are paid by the allocation of units to be fully licensed in each jurisdiction. For example, if 2 percent of the total fleet miles are operated in Arkansas, 2 percent of the one-way vehicles will be fully plated in Arkansas. Each jurisdiction shall grant reciprocity to any one-way rental vehicle fully plated in another jurisdiction. The following procedures should be used when determining fees due by a one-way rental fleet:

1. Check the mileage schedule submitted with each one-way rental fleet to verify the total miles operated in all jurisdictions.
2. Determine the percentage of miles in your jurisdiction by dividing the number of miles generated in your jurisdiction by the total number of miles operated (total miles).
3. After counting the number of units in a particular gross weight category, multiply that figure by the percentage obtained in step 2. The result is the number of units to be fully licensed in your jurisdiction. The balance of the units will be licensed in other jurisdictions based upon the percentage of miles in each.

One-Way Rental Vehicle Fee Calculation (Continued)

4. Count the number of units the one-way rental company has designated to be fully licensed in your jurisdiction. This amount should be the same as the figure obtained in step 3.
5. Issue license plates and cab cards at the full fee for the vehicles designated to be registered in your jurisdiction.

RENTAL UTILITY TRAILER ALLOCATION

Owners of utility trailers 6,000 pounds gross vehicle weight and under, engaged in the business of renting such trailers for use in a jurisdiction shall register a number of trailers equal to the average number of such trailers rented in or through the jurisdiction during the preceding year.

III

APPLICATIONS

HOW TO APPLY

Application forms are available from the IRP Unit, Michigan Department of State, P.O. Box 30029, Lansing, MI 48909-7529, or by telephoning (517) 322-1097. Instructions for completing the form are found later in this booklet.

Michigan IRP now has a quarterly registration program. Following are the expiration dates and enforcement dates with no grace period (see page 16 regarding staggered registration):

EXPIRATION DATE	ENFORCEMENT DATE
September 30	October 1
December 31	January 1
March 31	April 1
June 30	July 1

To have your registration credentials returned before your plates expire, you **must**:

- **file your application for (or renewal of) apportioned registration at least 45 days before the expiration deadline.**
- **pay your fees at least 20 days before the expiration deadline.**

ORIGINAL APPLICATIONS

In order to obtain an apportioned registration, the following forms must be submitted:

1. A Michigan IRP Schedule A/C (equipment description and list of jurisdictions where apportioned registrations are needed).
2. A Michigan IRP Schedule B (mileage schedule).
3. Proof of payment of the Federal Heavy Vehicle Use Tax (see page 7).
4. Proof of Michigan No-Fault Insurance (see page 5).
5. Copy of the Michigan title or validated Michigan title application or copy of out-of-state title.
6. Your choice of expiration dates. The expiration date must be at least six months from your registration date. In other words, you cannot register for less than six months.

Please do not send any fees with your application. We will send you a bill once the proper fees are calculated so that you will not pay too much or too little. **DO NOT SEND ANY PAYMENT WITHOUT ATTACHING A COPY OF THE BILL.**

Please Note: Even though an application has been filed, the vehicle is not legal to operate in Michigan or any other jurisdiction without a trip permit or a temporary authorization in place of the apportioned registration.

RENEWALS

The IRP Unit sends a computer generated renewal application to each registrant. You will receive a separate application for each fleet registered in your name.

This application contains the following information:

- Fleet information (name, address, type of operation, commodities hauled, etc.; each fleet must have the same registrant name).
- Vehicle information (fleet number, year, make, vehicle identification number, unladen weight).
- Weight schedule (IRP jurisdictions and weight limits currently registered).

When you receive your application, update the information by deleting any vehicles no longer in your fleet, and by adding any vehicles not shown. If vehicle ownership has changed, correct it on the application and send a photocopy of the title or validated title application (for vehicles titled out of state, a copy of the original title or copy of the validated title application is required.) Update jurisdictions and weights to meet your needs for the upcoming year.

You must complete a new mileage schedule showing the actual miles you traveled during the reporting period (July 1, 2003 through June 30, 2004). You must indicate the actual miles if your account was open on or before June 1, 2004. If your account was opened after June 1, 2004, you may use estimated miles without penalty.

Your mileage schedule will not be amended just to lower your bill.

If you think the mileage you submitted was incorrect, you may request an audit. However, your audit will be added to the normal audit rotation period.

You must keep records of the miles traveled in each jurisdiction and the total miles traveled. These records must be available for audit for five and one-half (5 1/2) years. See pages 28, and 29 for more detail about audits and records you must keep.

TO RENEW, COMPLETE IN DETAIL AND RETURN ALL PAGES OF THE ORIGINAL COPY OF THE RENEWAL FORM, AND MAKE A COPY FOR YOUR RECORDS. Proof of Michigan no-fault insurance, proof of IRS Heavy Vehicle Use Tax payment, and a validated title application or title for newly added vehicles must be included.

After we process your renewal application, we will send a billing notice to you. When you receive this notice, send your check (made payable to "State of Michigan") and the original (top) copy of your invoice back to us as soon as possible. Your new cab card and a registration tab for your license plate will be sent to you upon payment receipt.

To obtain your credentials before the expiration date, your application must be received 45 days prior to the expiration date, and your payment received 20 days prior to the expiration date. If you submit your forms or payments later than recommended, your plates may be expired before you receive your registration documents. (See chart on next page.)

EXPIRATION DATE	RENEWAL DUE IN IRP OFFICE	PAYMENT DUE IN IRP
September 30	August 14	September 14
December 31	November 7	December 7
March 31	February 14	March 14
June 30	May 14	June 14

STAGGERED REGISTRATION

Michigan has implemented a staggered renewal system for the International Registration Plan (IRP). This system is a result of Public Act 29 of 1992, which became law with the support of the trucking industry.

The expiration dates are September 30, December 31, March 31, and June 30.

If you have more than one fleet in your IRP account, the expiration dates may be staggered on the different fleets.

To be eligible for the partial payment option, the registration must be valid for at least 12 months.

INSTRUCTIONS FOR SCHEDULE A/C - APPLICATION

Please type or legibly print all information.

Fleet Information

Expiration Date - If new account or new fleet, enter the expiration date you wish the plates to expire on (see page 14).

Account Number - Enter your IRP number as assigned by the Michigan IRP Unit. If you have not been assigned a number, leave this area blank. A permanent IRP number will be assigned.

Fleet Number - If more than one fleet is submitted under the same company name, enter 001, 002, etc.

Supplement Number - Department of State use only.

License Year - Department of State use only.

Name of Registrant - Enter either the full name of the operating carrier or the name under which you do business.

Business Address - This address is where you have an established place of business, maintain the fleet operational records and accrued mileage. The business address has two requirements:

- **it must be in Michigan; and**
- **it must be a street address and cannot be a post office box only. Your plates will be sent UPS to this address (if 6 or more plates). New account registrants will be required to submit proof of residency.**

Mailing Address - Use the address where you normally receive your mail. All letters about your account will be sent to this address. A post office box is acceptable here.

Person to Contact - Indicate person to contact regarding application and the contact telephone number.

Weight Information - When opening a new account, making a new fleet, or adding an IRP jurisdiction, it is necessary to record the gross vehicle weight that you will be operating with on the reverse side (Schedule A/C) of your application, for each IRP jurisdiction.

If your weights vary by 10 percent, please comply with instructions on page 10 under Weight Variance.

VEHICLE INFORMATION

1. Equipment Number (Required) –

Enter the unit number or equipment number you have assigned to your equipment. Each vehicle registered must have a specific IRP identifier.

2. Year (Required) -

Enter the vehicle model year.

3. Make of Vehicle (Required) -

Enter the vehicle manufacturer name as shown on title.

4. Vehicle Identification Number (Required) -

Enter the vehicle identification number (VIN) as shown on your vehicle's certificate of title. The complete character number must be included.

5. Vehicle Type (Required) -

Enter the type of vehicle by using the codes shown on the lower portion of Schedule A/C. (If Road Tractor, see page 10.)

6. Axles or Seats (Required) -

When registering a power unit only, enter the number of axles (including the steering), and including each axle in a tandem group. If the vehicle is a bus, enter the rated seating capacity.

7. Colorado Fee Indicator -

If this vehicle is apportioned for the jurisdiction of COLORADO, write "N" (no) for vehicles traveling over 30,000 miles or "Y" (yes) for vehicles traveling under 30,000 miles in a 12 month period.

8. Unladen Weight (Required) -

Enter the actual weight of the vehicle, including the cab, body, and all accessories needed for normal use on the highway. Do not include the weight of a load. (The unladen weight shown on your current registration may be used if it is not the combined weight of the tractor and trailer.)

9. Fuel (Required) -

Enter the fuel type used by the power unit. See front lower right corner of Schedule A/C for fuel abbreviations.

Vehicle Information (Continued)

10. Combined or Gross Weight (Required) -

Enter the highest gross weight of the vehicle or vehicle combination that is to be carried on the vehicle at any one time.

11. Purchase Price of Vehicle (Required) -

Enter the actual price you paid for this vehicle. Include any accessories or modifications made to the vehicle.

12. Factory Price -

Enter the manufacturer's list price of the vehicle when new, including all accessories and modifications. If not known, leave blank.

13. Date of Purchase (Required) -

Enter the month and year you purchased the vehicle.

14. Date of Lease (Required, if leased) -

For leased vehicles, enter the month and year the lease began.

15. Names of Owner(s) -

If the registrant does not own the vehicle, enter the lessor's name. The name must be written as it appears on the title.

16. Horse Power (Required for bus only) -

Enter the engine's horse power rating.

17. State Titled In (Required) -

Enter the two letter state abbreviation for the state where the vehicle is titled.

Submit a copy of the front and back of the title or validated Michigan title application for each vehicle added.

18. Current License Plate Number (Required) -

Enter the license plate number currently on the vehicle, even if the plate was not issued in Michigan.

19. State Vehicle Previously Registered In (Required) -

Enter the two-letter abbreviation for the state where the vehicle was registered before applying for Michigan IRP registration.

VEHICLE INFORMATION - DELETIONS

NOTE: All vehicle information should match your previous IRP application.

1. Equipment Number (Required) -

Enter the unit number or equipment number you have assigned to your equipment. It must be the same number that you previously used when registering the vehicle.

2. Year (Required) -

Enter the vehicle model year.

3. Make of Vehicle (Required) -

Enter the vehicle manufacturer's name.

4. Vehicle Identification Number (Required) -

Enter the full vehicle identification number (VIN) shown on your vehicle's certificate of title.

5. Combined or Gross Weight (Required) -

Enter the registered combined or gross vehicle weight.

6. Replacement Equipment Number (Required) -

If the apportioned plate on the deleted vehicle is being transferred to a new unit, enter the unit number or equipment number for the replacement vehicle.

7. Reason Removed (Required) -

Enter the reason for deleting the vehicle (sold, destroyed, junked, fleet transfer, etc.).

NOTE: To receive credit for plate fees paid on a deleted unit, another unit must be added on the same supplemental application.

THE APPLICATION MUST BE SIGNED AND DATED TO BE PROCESSED.

INSTRUCTIONS FOR SCHEDULE B - MILEAGE SCHEDULE

Fleet Information

Account Number -	Enter the number assigned by the Michigan IRP Unit. If you have not been assigned a number, leave this area blank.
Fleet Number -	If more than one fleet is registered under the same company name, enter 001, 002, etc.
Supplement Number -	Department of State use only.
License Year -	Department of State use only.
Name of Registrant -	Enter the full name of the operating carrier or name under which you do business.
Business Address -	<p>This address is where you have an established place of business, maintain the fleet operational records, and accrued mileage. The business address has two requirements:</p> <p>--- it must be in Michigan; and --- it must have a street address and can not be only a post office box. Your plates will be sent UPS to this address (if 6 or more plates).</p>
Mailing Address -	Use the address where you normally receive your mail. All letters about your account will be sent to this address. A post office box is acceptable here.
Person to Contact -	Indicate the name of the person to contact regarding the application.
Phone Number -	Enter the telephone number of the person indicated above.
Insurance Company -	Enter the name of the insurance company.
Policy Number -	Enter the insurance policy number.
Beginning/Ending Dates -	Enter the beginning and ending dates of the insurance policy.
Registrant's Fax Number -	Enter the fax number if available (optional).
Reason for Application -	Please check appropriate boxes.
Operation Information -	Enter all applicable information about your operation. This box must be completed.

MILEAGE SCHEDULE

All mileage figures for the 2004 registration year SHOULD be the actual miles driven between July 1, 2003, and June 30, 2004. Show mileage for every jurisdiction (including non-IRP members) through which you travel, or traveled.

Place an "X" beside each IRP jurisdiction where you want an apportioned registration. If apportioning in Wyoming, check appropriate box at bottom of form.

Explain in detail how you computed any estimated mileage on the schedule. Only reasonable estimated miles will be accepted. If you were registered for at least 30 days during the recording period (July 1, 2003 - June 30, 2004), and you estimate for the second time, you will be charged over 100 percent of your miles. You must show actual miles if your vehicle was registered on or before June 1, or you will pay a penalty for using estimated miles.

Show the total of actual mileage and/or estimated mileage indicated on the mileage schedule. You must keep records of the miles traveled in each jurisdiction and the total miles traveled. [These records must be available for audit for five and one-half years. See pages 28-29, for more detail about audits and records you must keep.]

Once your mileage has been input, you cannot amend your mileage schedule just to lower your bill.

If you think the mileage you submitted was incorrect, you may request an audit. However, your audit will be added to the normal audit rotation period.

When opening a new account, creating a new fleet, or adding an IRP jurisdiction, it is necessary to record the gross vehicle weight that you will be operating with on the reverse side (Schedule A/C) of your application, for each IRP jurisdiction.

If your weights vary by 10 percent, please comply with instructions on page 10 under Weight Variance.

THE APPLICATION MUST BE SIGNED AND DATED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY.

EXPIRATION DATE		NUMBER OF REG. MONTHS		<div>PRINT WITH INK OR USE TYPEWRITER</div> <div>MICHIGAN DEPARTMENT OF STATE</div> <div>INTERNATIONAL REGISTRATION PLAN</div> <div>ORIGINAL MILEAGE SCHEDULE</div> <div>SCHEDULE B</div> <div>REQUIRED INFORMATION</div> <div>• SIGNED APPLICATION</div> <div>• PROOF OF MICHIGAN NO FAULT</div> <div>• PROOF OF PAYMENT FOR HEAVY VEHICLE USE TAX</div> <div>• PROOF OF OWNERSHIP (Title or Validated Title Application)</div> <div>• DO NOT REMIT MONEY WITH APPLICATION</div> <div>• BILL WILL BE SENT LATER</div> <div>SERVICE REPRESENTATIVE (Complete if Household Goods Carrier)</div> <div>INSURANCE COMPANY</div> <div>POLICY NUMBER</div> <div>BEGINNING DATE</div> <div>ENDING DATE</div> <div>STAFF INITIALS</div> <div>COUNTER:</div> <div>CHECKER:</div> <div>INPUT:</div> <div>CUSTOMER PLEASE CHECK</div> <div><input type="checkbox"/> ORIGINAL</div> <div><input type="checkbox"/> SUPPLEMENTAL</div> <div><input type="checkbox"/> RENEWAL</div> <div><input type="checkbox"/> NEW VEHICLE ONLY</div> <div><input type="checkbox"/> LICENSE TRANSFER</div> <div><input type="checkbox"/> LICENSED AT A LOWER WEIGHT</div> <div><input type="checkbox"/> DELETE ONLY</div> <div><input type="checkbox"/> CORRECT INFORMATION</div> <div><input type="checkbox"/> STATE ADDITIONS</div> <div>DATE STAMP</div>											
ACCOUNT NUMBER	FLEET NUMBER	SUPP. NUMBER	LICENSE YEAR												
MI															
NAME OF REGISTRANT															
BUSINESS LOCATION (Do Not Use P.O. Box, Must Be In Michigan)															
CITY	COUNTY	STATE	ZIP CODE												
MAILING ADDRESS															
CITY	COUNTY	STATE	ZIP CODE												
PERSON TO CONTACT REGARDING APPLICATION		PHONE NUMBER ()	FAX NUMBER ()												
DO NOT SHOW ACTUAL AND ESTIMATED MILES FOR THE SAME STATE (SEE INSTRUCTIONS FOR REPORTING MILEAGE). LIST MILEAGE IN EACH STATE † = IRP Jurisdictions															
(X)	STATE	ESTIMATED MILEAGE	ACTUAL MILEAGE	(X)	STATE	ESTIMATED MILEAGE	ACTUAL MILEAGE	(X)	STATE	ESTIMATED MILEAGE	ACTUAL MILEAGE				
AK (Alaska)					MI (Michigan) †				TX (Texas) †						
AL (Alabama) †					MN (Minnesota) †				UT (Utah) †						
AR (Arkansas) †					MO (Missouri) †				VA (Virginia) †						
AZ (Arizona) †					MS (Mississippi) †				VT (Vermont) †						
CA (California) †					MT (Montana) †				WA (Washington) †						
CO (Colorado) †					NC (North Carolina) †				WI (Wisconsin) †						
CT (Connecticut) †					ND (North Dakota) †				WV (West Virginia) †						
DC (District of Columbia) †					NE (Nebraska) †				*WY (Wyoming) †						
DE (Delaware) †					NH (New Hampshire) †				AB (Alberta) †						
FL (Florida) †					NJ (New Jersey) †				BC (British Columbia) †						
GA (Georgia) †					NM (New Mexico) †				MB (Manitoba) †						
IA (Iowa) †					NV (Nevada) †				MX (Mexico)						
ID (Idaho) †					NY (New York) †				NB (New Brunswick) †						
IL (Illinois) †					OH (Ohio) †				NF (Newfoundland) †						
IN (Indiana) †					OK (Oklahoma) †				NS (Nova Scotia) †						
KS (Kansas) †					OR (Oregon) †				NT (Northwest Territory)						
KY (Kentucky) †					PA (Pennsylvania) †				ON (Ontario) †						
LA (Louisiana) †					RI (Rhode Island) †				PE (Prince Edward Island) †						
MA (Massachusetts) †					SC (South Carolina) †				QC (Quebec) †						
MD (Maryland) †					SD (South Dakota) †				SK (Saskatchewan) †						
ME (Maine) †					TN (Tennessee) †				YT (Yukon)						
SIGNATURE (Applicant or Authorized Representative)										DATE SIGNED		MUST BE SIGNED		Customer certifies that information furnished in this application and the attached schedules are true and correct.	
SUB-TOTAL MILEAGE															
GRAND TOTAL															
IRP-B (04/01)												AUTHORITY GRANTED BY ACT 124 P.A. 1960, AS AMENDED			

EXPIRATION DATE		NUMBER OF REG. MONTHS		<div>PRINT WITH INK OR USE TYPEWRITER</div> <div>MICHIGAN DEPARTMENT OF STATE</div> <div>INTERNATIONAL REGISTRATION PLAN</div> <div>SCHEDULE A (ORIGINAL OR SCHEDULE C (SUPPLEMENT))</div> <div>CUSTOMER PLEASE CHECK</div> <div><input type="checkbox"/> ORIGINAL <input type="checkbox"/> SUPPLEMENTAL <input type="checkbox"/> RENEWAL</div>		<div>CUSTOMER PLEASE CHECK</div> <div><input type="checkbox"/> NEW VEHICLE ONLY <input type="checkbox"/> LICENSE TRANSFER WITH WEIGHT INCREASE</div> <div><input type="checkbox"/> LICENSE TRANSFER <input type="checkbox"/> INCREASE WEIGHT ON VEHICLE ORIGINALLY</div> <div><input type="checkbox"/> DELETE ONLY <div>LICENSED AT A LOWER WEIGHT</div></div> <div><input type="checkbox"/> CORRECT INFORMATION <input type="checkbox"/> LOST OR STOLEN</div> <div><input type="checkbox"/> STATE ADDITIONS <input type="checkbox"/> PLATE <input type="checkbox"/> CAB CARD <input type="checkbox"/> YEAR TAB</div>											
ACCOUNT NUMBER		FLEET NUMBER								SUPP. NUMBER		LICENSE YEAR					
MI		NAME OF REGISTRANT															
BUSINESS LOCATION (Do Not Use P.O. Box, Must Be In Michigan)						PERSON TO CONTACT REGARDING APPLICATION											
CITY		COUNTY		STATE		ZIP CODE		MAILING ADDRESS		CITY		STATE		ZIP CODE		PHONE NUMBER	
																()	

UNITS LISTED ON THIS PAGE WILL BE AUTHORIZED TO OPERATE IN THE JURISDICTIONS AND AT THE WEIGHTS LISTED BELOW. USE SEPARATE PAGE(S) FOR ANY VEHICLES WITH A WEIGHT DIFFERENCE IN ANY JURISDICTION. WEIGHT WILL BE PRINTED ON THE CAB CARDS FOR ALL UNITS

WEIGHT INFORMATION

AL (Alabama)	AR (Arkansas)	AZ (Arizona)	CA (California)	CO (Colorado)	CT (Connecticut)	DE (Delaware)	DC (District of Columbia)	FL (Florida)	GA (Georgia)	IA (Iowa)	ID (Idaho)	IL (Illinois)
IN (Indiana)	KS (Kansas)	KY (Kentucky)	LA (Louisiana)	MA (Massachusetts)	MD (Maryland)	ME (Maine)	MI (Michigan)	MN (Minnesota)	MO (Missouri)	MS (Mississippi)	MT (Montana)	NC (North Carolina)
ND (North Dakota)	NE (Nebraska)	NH (New Hampshire)	NJ (New Jersey)	NM (New Mexico)	NV (Nevada)	NY (New York)	OH (Ohio)	OK (Oklahoma)	OR (Oregon)	PA (Pennsylvania)	RI (Rhode Island)	SC (South Carolina)
SD (South Dakota)	TN (Tennessee)	TX (Texas)	UT (Utah)	VA (Virginia)	VT (Vermont)	WA (Washington)	WI (Wisconsin)	WV (West Virginia)	WY (Wyoming)	AB (Alberta)	BC (British Columbia)	MB (Manitoba)
NB (New Brunswick)	NF (Newfoundland)	NS (Nova Scotia)	ON (Ontario)	PE (Prince Edward Is.)	QC (Quebec)	SK (Saskatchewan)						

VEHICLE INFORMATION										WEIGHT GROUP									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18		
Owner Equipment (unit) Number	Y E A R	Make of Vehicle	Vehicle Identification Number (as shown on title)	* T Y P E	A X L E S	CO IND	Unladen Weight	** F U E L	Combined or Gross Weight	Purchase Price of Vehicle	Factory Price	Date of Purchase Mo/Da/Yr	Date of Lease Mo/Da/Yr	Names of Owner(s) (as it appears on title)	Horse Power (Buses Only)	State Titled In	*** Current License Plate Number	Jurisdiction Vehicles Previously Registered In	

DELETIONS							WEIGHT GROUP						
1 Owner Equipment (unit) Number	2 Y E A R	3 Make of Vehicle	4 Vehicle Identification Number (as shown on title)	5 Combined or Gross Weight	6 Replaced Equipment (unit) Number	7 Reason Removed	Column Number 5 *TYPE TT -TRUCK TRACTOR TR -TRACTOR TK -SINGLE TRUCK RT -ROAD TRACTOR MT -MOBILE HOME TOTER BS -BUS CG -CONVERTER GEAR DB -DOUBLE BOTTOM FT -FULL TRAILER ST -SEMI TRAILER WR -WRECKER	Column Number 9 **FUEL D -Diesel G -Gas P -Propane	Column Number 18 ***CURRENT LICENSE Write the plate number of the deleted unit if you wish to transfer plate.	DATE STAMP			
										The undersigned certifies that information furnished in this application and the attached schedule are true and correct SIGNATURE DATE SIGNED			

IV

TEMPORARY REGISTRATIONS

TRIP PERMITS (72-Hour Reciprocity Permit)

Michigan Operators Driving Out-of-State

Michigan operators eligible for apportioned registration must have a trip permit to enter any IRP jurisdiction unless the Michigan unit has an apportioned registration with the jurisdiction listed on the cab card.

In most states, as long as you meet the member jurisdiction's requirements, your vehicle can be operated intrastate and interstate for the period allowed under the trip permit. However, in Alberta, Arizona, Iowa, Kansas, Nebraska, Nevada, and Wyoming, trip permit operation is limited to interstate movement.

Out-of-State Operators Driving in Michigan

A 72-hour reciprocity permit is required for the power unit (truck or truck-tractor) of a truck registered in a state not reciprocal with Michigan, a truck from a reciprocal state but exceeding its maximum GVW while in Michigan, or a truck from an IRP state, but without an IRP plate. The permit authorizes 72 consecutive hours of travel in or through Michigan. The fee for each permit is \$20.

The permit is sold only on an emergency basis or infrequent need.

Permits may be purchased:

- 1) At the IRP Unit in Lansing (either in person or by mail), or
- 2) Through the following wire (fax) services:

Comdata	1-800-527-0665
J.J. Keller & Assoc.	1-800-558-5011
Jet Permits	1-800-788-0603
Michigan Permits	1-517-482-0758
Nova Permits	1-800-567-7775
T-Chek Systems	1-877-767-2435
Trans-Mid America	1-800-228-7577
Xero Fax	1-800-937-6329

TEMPORARY APPORTIONMENT AUTHORIZATION

A Temporary Apportionment Authorization (TA) will be issued after all required paperwork has been submitted to the IRP Unit. A Michigan based carrier may obtain a TA for these reasons:

Adding a vehicle - IRP supplemental application, proof of ownership, proof of insurance, and proof of heavy vehicle use tax must be submitted at time of request. ***A TA WILL NOT BE ISSUED THROUGH THE WIRE SERVICE UNTIL ALL PAPERWORK HAS BEEN RECEIVED IN THE IRP UNIT.***

Transferring a vehicle - IRP supplemental application, proof of ownership, proof of heavy vehicle use tax, and cab card for deleted vehicle must be submitted at the time of request. ***A TA WILL NOT BE ISSUED THROUGH THE WIRE SERVICE UNTIL ALL PAPERWORK HAS BEEN RECEIVED IN THE IRP UNIT.***

Increased weight - IRP supplemental application and a cab card for the affected vehicle(s) must be submitted. However, proof of HVUT may be required before weight can be increased and the TA issued. ***A TA WILL NOT BE ISSUED THROUGH THE WIRE SERVICE UNTIL ALL PAPERWORK HAS BEEN RECEIVED IN THE IRP UNIT.***

Added jurisdictions - IRP supplemental application indicating the jurisdictions you want to add must be submitted. You must give mileage and a weight for each added jurisdiction. ***A TA WILL NOT BE ISSUED THROUGH THE WIRE SERVICE UNTIL ALL PAPERWORK HAS BEEN RECEIVED IN THE IRP UNIT.***

Lost or stolen cab card, plate, or tab - IRP supplemental application and a cab card for the affected vehicle(s) must be submitted. ***A TA WILL NOT BE ISSUED THROUGH THE WIRE SERVICE UNTIL ALL PAPERWORK HAS BEEN RECEIVED IN THE IRP UNIT.***

Temporary authorizations are available at the Lansing IRP Unit, the IRP branch offices listed on page 1, and through the transmitter (wire) services listed under trip permits (see page 25).

Temporary authorizations (TAs) are good for 30 days. Payment must be submitted two weeks before the TA expires to insure that your credentials are issued on time. **We do not issue second TAs.**

IMPORTANT: A TEMPORARY AUTHORIZATION IS A REGISTRATION. YOU ARE RESPONSIBLE FOR ANY FEES DUE EVEN IF YOU DO NOT USE IT.

NOTE: If you sign up for our facsimile program, you can receive your TAs directly from Lansing without visiting our offices or going through the wire services. You may contact the IRP Unit to request a fax program packet.

HUNTER'S PERMIT

If an owner-operator has registered in Michigan in a lessee-carrier's name, and the lessee-carrier terminates a lease, the owner-operator may apply for a Hunter's Permit. This permit allows operation of an unladen (empty) vehicle only for 30 or 60 days. A load cannot be carried using a Hunter's permit. **TO QUALIFY FOR A HUNTER'S PERMIT, THE LESSEE-CARRIER MUST BE A CURRENT IRP-MICHIGAN REGISTRANT.**

Hunter's permits are available at all Secretary of State branch offices throughout Michigan.

ENFORCEMENT

Credentials (cab card and apportioned license plate/tab) must be on the vehicle by your staggered expiration date. **There is no grace period.**

EXPIRATION DATE	ENFORCEMENT DATE
September 30	October 1
December 31	January 1
March 31	April 1
June 30	July 1

Michigan carriers going into other states should learn the other states' requirements. A vehicle operating in a jurisdiction without proper registration may be required to pay full registration fees in that jurisdiction. Appendix F (pages 47-65) is a list of the jurisdictions and their telephone numbers.

Enforcement personnel inspect the original cab card for proper registration verification. The cab card must be carried in the vehicle and must not be mutilated or altered in any way.

NOTE: Enforcement personnel will be comparing the vehicle identification number (VIN) on the vehicle and on the cab card. Be careful when you list the VIN number on your application.

VI

AUDITS

IRP registrants must keep the "Operational Records" (described below) used to compute mileage reported on the Mileage Schedule B (see pages 21 and 22). Records must be kept for the current registration year and for the three prior distance-reporting years. The distance reporting year is the 12 months ended June 30 before the registration year. For example, for the 2004 registration year (mileage year ending June 30, 2003), records must be kept beginning with July 1, 1998.

The Michigan Department of State Internal Security Division will send a notice of intent to audit. The Internal Security Division will determine whether mileage was reported properly on Mileage Schedule B.

The Internal Security Division will report changes found. These changes may be assessments, interest on assessments, refunds, credits, or any other amounts. They shall be made according to the statute of each jurisdiction involved. No change is allowed for any year that records are no longer required.

Records should be located in Michigan. If the registrant's records are not located in Michigan, the Internal Security Division may send auditors to the out of state record site. In this case, the registrant must pay the state for per diem and travel expenses of the auditors.

A registrant who refuses to comply with the distance reporting requirements shall not be entitled to apportioned registration privileges.

The Michigan Internal Security Division, (517) 241-4690, will answer questions about audits, operational records, and estimated miles.

RECORDS

Operational records are detailed records that show:

- The distance traveled in each jurisdiction, and
- The total miles traveled.

Examples of such detail records are:

- Trip sheets
- Logs, and
- Individual Vehicle Distance Records (IVDR).

Detail records **must** contain the following items:

1. Date trip started,
2. Date trip ended,
3. Where trip began,
4. Where trip ended,
5. Route taken (odometer reading at the beginning of the trip),
6. Total trip distance (odometer reading at the end of the trip including all movement loaded, empty, deadhead, and bobtail miles),
7. Distance in each jurisdiction,
8. Unit number or vehicle identification number (VIN),
9. Vehicle fleet number as shown on IRP application,
10. Registrant's name,
11. Trailer number, and
12. Driver's signature.

Audits (Continued)

Record these items for each vehicle movement. Explain all time lapses in vehicle movement.

Computer records, monthly and quarterly reports, and fuel tax reports are summaries of the detail records. They will be used in the audit and must be supported by the detail records.

Trip leases during the distance reporting period should be attached to the detail records. Miles operated under trip permits should be included, and the trip permits should be attached to the detail records.

Please see sample of an Individual Vehicle Distance and Fuel Report. You may request these forms through the IRP Unit at (517) 322-1097 or print a form by visiting our state web site at www.Michigan.gov/sos. Choose the IRP option under Services to Business.

INDIVIDUAL VEHICLE DISTANCE AND FUEL REPORT

(Must be kept by driver for each trip)

License Year _____

1. The Individual Vehicle Distance Record and Fuel Report must account for all distance traveled and all fuel received.
 2. If you use a substitute vehicle, prepare a separate Individual Vehicle Distance and Fuel Report to account for the distance traveled and fuel received by the substitute vehicle.

Account Number		Registrant Name (Printed)		Address		Driver's Name (Printed)		Driver's Signature	
Fleet Number		VIN Number		Trip Origin City: _____		Jurisdiction: _____		Destination City: _____ Jurisdiction: _____	
Trip Number		Unit Number		Manifest Number		Start Date No. Day Yr.		End Date No. Day Yr.	
						Fuel Type Diesel _____ Gasoline _____ Other _____		Rate Per Trip Distance Per Gallon	
(1) LINE	(2) Jurisdiction	(3) Date Mo./Day/Yr.	(4) Highway or Route Traveled	(5) Show Odometer Reading a. At beginning of Trip b. When Exiting Jurisdiction c. At End of Trip		(6) Jurisdiction Distance Traveled	(7) Name and Address (City & State) of Fuel Stop		(8) Fuel Purchased Gallons/Liters
									(9) Fuel Invoice Number
1									
2									
3									
4									
5									
6									
7									
8									
				END ODOMETER _____		TOTAL TRIP DISTANCE _____		TOTAL FUEL _____	
				BEGINNING ODOMETER _____					
				TOTAL Distance _____					

This form should be kept by the driver. Each item must be completed. Enter name of jurisdiction in which trip begins on Line 1, Column 2. Enter odometer reading at beginning of trip on Line 1, Column 5. Record name of next jurisdiction entered and odometer reading on Line 2, Column 2 and 5, etc. Record distance traveled in each jurisdiction in Column 6. The difference between the "end odometer" reading in Column 5 should agree with total trip distance recorded in Column 6. If hubodometer distance are used, enter in Column 5, and indicate with "HUB".

THIS FORM MAY BE REPRODUCED

APPENDIX A

** DEFINITIONS **

Apportionable Fee -

Any periodic, recurring fee required for licensing or registering vehicles, such as, but not limited to, registration fees; license; or weight fees.

Apportionable Vehicle -

Any vehicle used or intended for use in Michigan and one or more IRP member jurisdictions and used to transport persons for hire or designed, used, or maintained primarily to transport property and:

- Is a power unit having two axles and a gross vehicle weight, or registered gross vehicle weight, in excess of 26,000 pounds; or
- Is a power unit having three or more axles, regardless of weight; or
- Is a combination of vehicles with a combined gross vehicle weight over 26,000 pounds.

Vehicles or vehicle combinations not included in the above definition may receive IRP registrations at the registrant's choice.

Axle –

A vehicle assembly consisting of two or more wheels connected by a supporting shaft, transmitting a part of the weight of a vehicle and its load, if any, to the road. For registration purposes, an assembly is an “axle” even if it is load bearing only part of the time. For example, a single unit truck, with a steering axle and two axles in a rear-axle assembly is an apportionable vehicle, even though one of the rear axles is a so-called “dummy”, “drag”, “tag”, or “pusher” type axle.

Axle Weight -

The weight on the surface by one axle or a combination of axles in a tandem assembly.

Base Jurisdiction -

The state where the registrant has an established place of business, where mileage is accrued by the fleet, and where fleet operational records are kept or can be made available.

An established place of business is a building owned, leased, or rented by a fleet registrant. It must have a street number or road address, be open during normal business hours, and contain:

- One or more telephones listed in the fleet registrant's name, and
- One or more persons conducting the fleet registrant's business, and
- The fleet operational records or such records can be made available at the site.

Base Plate -

The plate issued by the base jurisdiction. No other registration plate will be issued by any other member jurisdiction.

Base plates have the word "APPORTIONED" or "PRH" and the issuing state's name on the license plate.

Definitions (*Continued*)

Cab Card -

A registration card issued by the base jurisdiction for an apportioned vehicle. The cab card identifies the vehicle, base plate, registered weight by jurisdictions, and lists the jurisdictions where the vehicle is registered.

Carrier -

An individual, partnership, or corporation engaged in the business of transporting goods or persons.

Chartered Party -

A group of persons who, pursuant to a common purpose and under a single contract, and at a fixed charge for the vehicle in accordance with the carrier's tariff, lawfully with the Interstate Commerce Commission, have acquired the exclusive use of a passenger-carrying motor to travel together as a group to a specified destination or for a particular itinerary, either agreed upon in advance, or modified by the chartered group after having left the place of origin.

Combination -

A power unit used in combination with trailers and semi-trailers.

Combined Gross Weight -

The total weight of the power unit, trailer, and the maximum load.

Commercial Vehicle -

Any vehicle operated to transport persons or property for commercial or industrial enterprise, either for hire or not for hire.

Commissioner -

In Michigan, the jurisdiction official in charge of registration of vehicles is the Secretary of State.

Converter Gear -

An auxiliary under-carriage assembly with a fifth wheel and tow bar used to convert a semi-trailer to a full trailer (sometimes called a "converter dolly").

Credentials -

The cab card (registration) and apportioned plate issued for vehicles registered under the apportioned registration program.

Deadhead -

To operate a commercial vehicle from one point to another without transporting any type of cargo.

Definitions (*Continued*)

Double-Bottom Combination -

A combination of a power unit pulling two (2) semi-trailers or a semi-trailer and a full trailer.

Fifth Wheel -

A device that connects a truck tractor or converter gear to a semi-trailer.

Fleet -

One or more apportionable vehicles. A fleet is determined by the group of states being apportioned for.

Gross Vehicle Weight -

The weight of the vehicle without load, plus the weight of any load thereon.

I.C.C. -

An abbreviation for the United States Interstate Commerce Commission.

International Registration Plan (IRP) -

An agreement between Michigan and other jurisdictions for prorating fees between jurisdictions based on fleet mileage traveled in each jurisdiction.

Interstate Operations -

Vehicle movement between or through two or more jurisdictions.

Intrastate Operations -

Vehicle movement from one point within a jurisdiction to another point within the same jurisdiction.

I.V.D.R. -

Individual vehicle distance records.

Jurisdiction –

A state, territory, or possession of the United States, the District of Columbia, or a province of Canada.

Lease -

A written document giving exclusive possession, control of, and responsibility for a vehicle's operation to the lessee for a specific time period.

Lessee -

A person, firm, or corporation having the legal possession and control through a lease agreement of a vehicle owned by another.

Definitions (*Continued*)

Lessor -

A person, firm, or corporation which through a lease gives the legal possession, control of, and responsibility for the vehicle's operation to another person, firm, or corporation.

Long Term Lease -

A lease covering 30 days or more.

Member Jurisdiction -

States of the United States and Provinces of Canada, which are members of the International Registration Plan.

Mileage -

In-Jurisdiction Miles - The total number of miles operated by a fleet of proportionally registered vehicles in a jurisdiction during the preceding year. In those cases where the registrant operated a fleet of proportionally registered vehicles in jurisdictions that require no apportionment and grant reciprocity, Michigan adds those miles to the Michigan in-jurisdiction miles.

Total Miles - The total number of miles operated by a fleet of proportionally registered vehicles in all jurisdictions during the preceding year.

Motor Carrier -

An individual, partnership, or corporation engaged in the transportation of goods or people.

Common Carrier - Any motor carrier which holds itself out to the general public to engage in the transportation by motor vehicle of passengers or property for compensation.

Contract Carrier - Any motor carrier transporting persons or property for compensation or hire under contract to a particular person, firm, or corporation.

Exempt Carrier - An individual partnership, or corporation engaged in the business of transporting exempt goods or persons for compensation.

Private Carrier - A person, firm, or corporation which uses its own trucks to transport its own freight.

Motor Vehicle Types -

Bus (BS) - A motor vehicle designed for carrying 17 or more passengers and used to transport persons for compensation.

Mobile Home Toter (MT) - Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn. NOTE: A modular pulled on a trailer is required to register with a gross vehicle weight in Michigan. You must let us know if you are pulling a modular unit on a trailer so that we can properly register your vehicle.

Definitions (*Continued*)

Road Tractor/Wrecker (RT, WR) - Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon either independently or any part of the weight of a vehicle or load so drawn.

Tractor (TR) - A motor vehicle designed and used primarily for drawing other vehicles, but not so constructed as to carry part of the load on the tractor itself.

Truck (TK) - Every motor vehicle designed, used, or maintained primarily for the transportation of property.

Truck Tractor (TT) - A motor vehicle designed and used primarily for drawing other vehicles, but so constructed as to carry a load other than a part of the weight of the vehicle and load so drawn (example: car hauler).

Operational Records -

Documents supporting distance traveled in each jurisdiction and total distance traveled such as IVDRs, fuel reports, trip sheets, and logs.

Preceding Reporting Year -

July 1 - June 30 period which immediately precedes the registration or license year for which proportional registration is sought.

Proportion -

A part or share in its relation to the whole. (Used synonymously with apportion, which means to divide and distribute proportionally.)

Reciprocity -

Exemption from further registration by a bilateral jurisdiction of an apportionable vehicle properly registered under the agreements.

Recreational Vehicle -

A vehicle designed or converted and used for personal pleasure or travel by an individual or family.

Registered Weight -

The weight for which a vehicle or combination of vehicles have been licensed or registered within a particular jurisdiction.

Registrant -

A person, firm, or corporation in whose name or names a vehicle is properly registered.

Registration Year -

The twelve-month period during which the registration plates issued by the base jurisdiction are valid according to the laws of the base jurisdiction. Michigan's registration year is now staggered (refer to page 16).

Definitions (*Continued*)

Rental Fleet -

Five or more vehicles which are leased or offered for lease without drivers, and which are designated by the lessor as a rental fleet.

Restricted Plate -

One that has time (3-month, 6-month, partial year), geographic area, mileage, or commodity restriction (farm, log, or dealer plate).

Short Term Lease -

A lease which covers less than 30 days.

Trailers (non-powered units) -

Full Trailer - A vehicle without motive power, designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that no part of its weight and that of its load rests upon or is carried by the towing vehicle (example: pup trailer).

Semi-Trailer - A vehicle without motive power designed for carrying persons or property and for being drawn by a motor vehicle and so constructed that some part of its weight and that of its load rests upon or is carried by the towing vehicle.

Trip Lease -

The lease of a vehicle to a lessee for a one-trip operation only.

Trip Permit -

A temporary permit issued by a jurisdiction in lieu of regular apportioned registration.

Unladen Weight -

The weight of the vehicle fully equipped for service excluding the weight of any load.

APPENDIX B

**** OPERATIONS ****

OWNER-OPERATOR VEHICLES

Proportional registration for owner-operators may be accomplished in one of the following procedures:

- ❖ The owner-operator (lessor) may be the registrant and the vehicle may be registered in the name of the owner-operator. The allocation of fees shall be according to the operational records of the owner-operator. The pale and cab card shall be the property of the lessor; or
- ❖ The lessor may be the registrant at the option of the lessor and the vehicle may be registered by the carrier, but in both the owner-operator's name and that of the carrier as lessee, with allocation of fees according to the records of the carrier. The plates and cab cards shall be the property of the lessee.

LEASED VEHICLES

- ❖ An apportioned operator may temporarily lease equipment to another apportioned fleet operator and the lessor shall be responsible for reporting on the proportional application the miles traveled by the leased equipment. The lessee shall be the person using and operating the equipment by the lease agreement. The lease vehicle must bear proportional credentials and be operated only in the jurisdiction to which fees have been paid, or a trip permit will be required.
- ❖ Full-fee Michigan carriers may temporarily lease proportionally registered vehicles bearing proper Michigan credentials, provided the apportioned carrier reports the mileage traveled while the equipment is under lease. The Michigan full-fee carrier must send a report of mileage traveled by the lease equipment to the apportioned carrier.
- ❖ An apportioned vehicle may be leased to a non-apportioned carrier. The lessor shall be responsible for reporting the mileage traveled by the leased equipment. The leased vehicle must bear proportional credentials and can be operated in Michigan only if fees have been paid to Michigan, otherwise a trip permit will be required.

HOUSEHOLD GOODS CARRIER

Household Goods Carriers, using equipment leased from service representatives, may elect to base such equipment in the base jurisdiction of the service representative, or that of the carrier.

If the base jurisdiction of the service representative is selected, the equipment shall be registered in the service representative's name, and the Household Goods Carrier shall be indicated as lessee. The apportionment of fees shall be according to the combined mileage records of the service representative and those of the carrier. Such records must be kept or made available in the service representative's base jurisdiction.

If the base jurisdiction of the Household Goods Carrier is selected, the equipment shall be registered by the carrier and the service representative shall be designated as lessor. The apportionment of fees shall be according to the mileage records of the carrier and the service representative, which must include intrastate miles operated by those vehicles. The records must be kept or made available in the base jurisdiction of the carrier. Service representatives, properly registered under this selection, shall be fully registered for operations under their own authority, as well as under the authority of the carrier.

BUSES

Common carriers of passengers must apportion registration unless the bus is used exclusively for charter.

At the option of the registrant, the total miles required on the application may be the actual miles traveled in all the jurisdictions. Or, the total miles may be a sum equal to the scheduled route miles in each jurisdiction from the farthest point of origin to the farthest point of destination of the scheduled pool.

Common carriers of passengers having any doubt as to whether they should file an Apportioned Registration Application should contact the Michigan Department of State IRP Unit (517) 322-1097 for assistance.

APPENDIX C

** REGISTRATIONS, GRACE PERIODS, ENFORCEMENT DATE **

JURISDICTION NAME	REGISTRATION YEAR	GRACE PERIOD	ENFORCEMENT DATE
Alabama	Staggered System	None	Monthly
Alberta	April - March	None	April 1
Arizona	Staggered System	None	Expires Quarterly
Arkansas	Staggered System	None	Monthly
British Columbia	Staggered System	None	Monthly
California	Jan. - Dec.	3/31	April 1
Colorado	Jan. - Dec.	1/30	January 31
Connecticut	May - April	None	May 1
Delaware	Staggered System	None	Monthly
District of Columbia	Staggered System	None	Expires Quarterly
Florida	Staggered System	None	Monthly
Georgia	Jan. - Dec.	4/30	May 1
Idaho	Staggered System	None	Monthly
Illinois	April - March	None	April 1
Indiana	Staggered System	None	Monthly
Iowa	Jan. - Dec.	3/14	March 15
Kansas	Jan. - Dec.	3/1	March 2
Kentucky	Staggered System	None	Monthly
Louisiana	Jan. - Dec.	2/28	March 1
Maine	Staggered System	None	Monthly
Manitoba	Staggered System	None	Monthly
Maryland	Staggered System	None	Expires Quarterly
Massachusetts	July - June	None	July 1
Michigan	Staggered System	None	Expires Quarterly
Minnesota	Mar. - Feb.	None	Monthly
Mississippi	Staggered System	15 Days	Monthly
Missouri	Jan. - Dec.	None	January 1
Montana	Staggered System	None	Expires Quarterly
Nebraska	Jan. - Dec.	1/31	February 1
Nevada	Jan. - Dec.	None	January 1
New Brunswick	Staggered System	None	Expires Quarterly
Newfoundland	Staggered System	None	Monthly
New Hampshire	Staggered System	None	Monthly
New Jersey	Staggered System	None	Monthly
New Mexico	Jan. - Dec.	None	January 1
New York	Staggered System	None	Monthly
North Carolina	Jan. - Dec.	2/15	February 16
North Dakota	Staggered System	None	Expires Quarterly
Nova Scotia	Staggered System	None	Monthly
Ohio	June - May	None	June 1
Oklahoma (electronic)	Staggered System	None	Expires Quarterly
(non electronic)	Jan. - Dec.	3/02	March 3
Ontario	Staggered System	None	Monthly
Oregon	Jan. - Dec.	3/15	March 16
Pennsylvania	June - May	None	June 1

Registrations, Grace Periods, Enforcement Dates (*Continued*)

JURISDICTION NAME	REGISTRATION YEAR	GRACE PERIOD	ENFORCEMENT DATE
Prince Edward Island	Staggered System	None	Monthly
Quebec	Apr-Mar	None	April 1
Rhode Island	May-June	None	April 1
Saskatchewan	Staggered by Month	None	Monthly
South Carolina	Staggered by Month	None	Monthly
South Dakota	Jan. - Dec.	None	January 1
Tennessee	Staggered System	None	Monthly
Texas	Staggered System	5 working days	Monthly
Utah	Staggered System	None	Expires Quarterly
Vermont	Staggered System	None	Monthly
Virginia	Staggered System	None	Monthly
Washington	Staggered System	None	None
West Virginia	July - June	None	July 1
Wisconsin	Staggered System	None	Monthly
Wyoming	Jan. - Dec.	1/1-3/31	April 1

New jurisdictions will be granted a 120-day moratorium on enforcement by Michigan.

APPENDIX D

** MAXIMUM WEIGHTS **

Jurisdiction Name	Interstate Highways	Non-Interstate Highways	Max. Registered Weight On Cab Card
Alabama	80,000	88,000 5-axle combination	“QUAL”
Alberta	137,500 (62,500 kg)	---	137,500 (62,500 kg) (11)
Arizona	80,000	80,000	80,000
Arkansas	80,000	80,000	80,000
British Columbia	141,100 (64,000 kg)	---	139,994 (63,500 kg)
California	80,000	80,000	“QUAL”
seColorado	80,000	85,000	80,000
Connecticut	80,000	80,000	NONE
Delaware	80,000	80,000	80,000
District of Columbia	80,000	80,000	80,000
Florida	80,000	80,000	80,000
Georgia	80,000	80,000	80,000
Idaho	80,000 (1)	105,500	106,000
Illinois	80,000	80,000	80,000 (16)
Indiana	80,000	80,000	80,000
Iowa	Unlimited (8)	Unlimited (8)	Unlimited (10)
Kansas	80,000	85,500	85,500
Kentucky	80,000	80,000	80,000 (2)
Louisiana	83,400 (3)	88,000 (3)	88,000 (3)
Maine	80,000	100,000	100,000
Manitoba	137,770 (62,500 kg)	124,560 (56,500 kg A-1) 105,000 (47,630 kg B-1)	137,770 (62,500 kg)
Maryland	80,000	80,000	80,000
Massachusetts	Unlimited (8)	Unlimited (8)	Unlimited (8)
Michigan	160,001	160,001	160,001
Minnesota	80,000	73,280 (4)	80,000 (5)
Mississippi	80,000	80,000	80,000
Missouri	80,000	80,000	80,000
Montana	123-180,000 (6)	123-180,000 (6)	123-180,000 (6)
Nebraska	80,000	95,000	94,000 (7)
Nevada	129,000	129,000	80,000
New Brunswick	n/a	n/a	137,500 (62,500 kg)
New Hampshire	80,000	80,000	80,000
New Jersey	80,000	80,000	80,000
New Mexico	80,000	80,000	80,000
New York	80,000	80,000	Unlimited (16)
Newfoundland	137,786 (62,500 kg)	137,786 (62,500 kg)	137,786 (62,500 kg)
North Carolina	80,000	80,000	80,000
North Dakota	80,000 (16) (17)	105,500	105,500 (12)

Jurisdiction Name	Interstate Highways	Non-Interstate Highways	Max. Registered Weight On Cab Card
Nova Scotia (see page 42)			
Ohio	80,000	80,000	80,000
Oklahoma	80,000 (9)	80,000	90,000
Ontario	63,500 (kg)	63,500 (kg)	63,500 (kg)
Oregon	105,500*	105,500*	105,500*
Pennsylvania	80,000	80,000	80,000
Prince Edward Island	----	----	137,788 (62,500 kg)
Quebec (see page 42)			
Rhode Island	80,000	80,000	80,000
Saskatchewan	137,787 (62,500 kg)	n/a	137,787 (62,500 kg)(20)
South Carolina	80,000	80,000	80,000
South Dakota	80,000 (8)	Unlimited (18)	Unlimited (18)
Tennessee	80,000	80,000	80,000
Texas	80,000	80,000	80,000
Utah	80,000	80,000	80,000
Vermont	80,000	80,000	90,000 (19)
Virginia	80,000 (8)	80,000 (8)	80,000
Washington	105,500	105,500	105,500
West Virginia	80,000	80,000	80,000
Wisconsin	80,000	80,000	80,000
Wyoming	117,000	117,000	117,000

*Requires an extended weight permit

See pages 43 and 44 for explanation of numbers in parentheses.

Nova Scotia:

Maximum weight allowed is determined by axle configuration (i.e. weight of steering axle, number of axles, axle spacing).

<u>Configuration</u>	<u>Maximum Weight</u>
Single Axle Truck	14,000 kgs/31,000 lbs
Tandem Truck	23,000 kgs/51,000 lbs
Tandem Truck	32,000 kgs/72,000 lbs
Single Axle Truck or Tractor & Single Axle Trailer Combination	23,000 kgs/51,000 lbs
Single Axle Truck or Tractor & Tandem Trailer Combination	32,000 kgs/72,000 lbs
Tandem Truck or Tractor & a Single Axle Trailer Combination	41,000 kgs/91,000 lbs
Tandem Tractor & Tri-Axle Trailer Combination	50,000 kgs/110,000 lbs
A Train Double (8 Axles)	50,000 kgs/110,000 lbs
B Train Double (8 Axles)	58,500 kgs/128,000 lbs
C Train Double (8 Axles)	50,000 kgs/110,000 lbs

Maximum weight that can be shown on the cab card is the maximum weight allowable as determined above.

Quebec:

32,000 kg maximum operating weight for a single truck

55,500 kg maximum operating weight for tractor with semi-trailer

53,500 kg maximum operating weight for double train type A or C

59,000 kg maximum operating weight for double train type B

NOTE: The maximum allowable weight of a truck/trailer, tractor/trailer or semi-trailer and load is governed by provincial formula based on number, location and spacing of axles.

Enforcement of axle requirements takes place at vehicle inspection stations or on the highways at which time the number, location and spacing of axles becomes criteria which must be met in addition to the number of axles shown on the registration certificate/cab card.

Maximum registered weight on cab card: 6 axles+

For further information regarding types A, B, and C, please contact:

Francois Janelle
Quebec Department of Transport
Telephone: 418-646-7612
Fax: 418-528-5670

Michel Lachance
Quebec Department of Transport
Telephone: 418-644-5598
Fax: 418-528-5670

EXPLANATIONS OF NUMBERS

- (1) For a \$25 permit, the registrant may haul up to 105,500 pounds, provided the vehicle qualifies with the Idaho axle formula schedule and the increase weight should be indicated on the IRP cab card.
- (2) The maximum weight permitted in the state is 80,000 pounds. Therefore, no more than 80,000 pounds should be indicated on the IRP cab card.
- (3) The only vehicle permitted to operate on the interstate highway at 83,400 pounds and non-interstate highway at 88,000 pounds in any combination of vehicles with tridum rear axles. (Three consecutive axles whose centers are 40-96 inches apart and are individually attached to and/or joined at a common attachment to the vehicle.) All other vehicles are restricted to 80,000 pounds gross vehicle weight on both the interstate and non-interstate highways.
- (4) On certain designated highways, the maximum allowable weight is 80,000 pounds.
- (5) For non-divisible loads, the carrier must comply by one of the following alternatives:
 - a. Register in an IRP base jurisdiction for the maximum legal weight. Register in Minnesota for at least 80,000 pounds, and obtain a 30-day temporary weight increase from the Minnesota Department of Public Safety, Prorate Office, and must obtain a permit from DOT.
 - b. Register in Minnesota for the weight to be carried and have the weight indicated on the registrant's IRP cab card that is issued by base jurisdiction and obtain an overweight permit.

Regardless of which alternative is taken, the registrant is still required to obtain the overweight permit.
- (6) The vehicle must be registered for the maximum legal weight as determined by the Montana axle formula chart.
- (7) Vehicles and a combination of vehicles may be operated on all highways, excluding the interstate system, at 94,000 pounds combined gross weight. In most cases, an overweight permit is required for weights exceeding 80,000 pounds.
- (8) For weight in excess of 80,000 pounds, an overweight permit is required.
- (9) Under annual permit, vehicles and a combination of vehicles may be operated on all highways, including the interstate system, at 90,000 pounds.
- (10) This weight includes the tolerance permitted on the registration. Indivisible loads are registered for actual weight in Iowa. There is no limit to the maximum weight that can appear on the Iowa cab card.
- (11) The vehicle must qualify for the maximum legal weight as determined by the Alberta maximum weight schedule.

Explanations Of Numbers *(Continued)*

- (12) Non-interstate, non-designated highways have a maximum gross weight of 80,000 pounds.
- (13) Overweight permits are limited to the weight shown on the cab card for Connecticut. Exceeding registered weight is not permissible, even with an overweight permit. The statutory weight limits in Connecticut for single unit vehicles are 53,800 pounds on three (3) axles and 73,000 pounds on four (4) axles, and 80,000 pounds on a tractor/trailer combination with five (5) axles. If the weight exceeds these statutory limits, an overweight permit is required from the Connecticut Department of Transportation.
- (14) For weight in excess of 80,000 pounds, the cab card will read "QUAL".
- (15) Effective January 1, 1990, Oregon maximum weight on the cab card will be 105,500 pounds, with a special permit required for weights over 80,000 pounds.
- (16) A special permit may be purchased to operate over 80,000 pounds on an interstate system.
- (17) Over 80,000 pounds must meet North Dakota's requirements of tire size, axle limitations, and bridge formula.
- (18) Over 80,000 pounds must meet South Dakota's requirements of tire size, axle limitations, and bridge formula.
- (19) Only unprocessed milk haulers on state highways are 90,000 pounds. All others are 80,000 pounds.
- (20) Designated Highways Only

APPENDIX E

** ABBREVIATIONS FOR JURISDICTIONS **

Alabama.....	AL	New Brunswick*.....	NB
Alaska.....	AK	Newfoundland*.....	NF
Alberta*.....	AB	New Hampshire.....	NH
Arizona.....	AZ	New Jersey.....	NJ
Arkansas.....	AR	New Mexico.....	NM
British Columbia*.....	BC	New York.....	NY
California.....	CA	North Carolina.....	NC
Colorado.....	CO	North Dakota.....	ND
Connecticut.....	CT	Northwest Territory*.....	NT
Delaware.....	DE	Nova Scotia*.....	NS
District of Columbia.....	DC	Ohio.....	OH
Florida.....	FL	Oklahoma.....	OK
Georgia.....	GA	Ontario*.....	ON
Idaho.....	ID	Oregon.....	OR
Illinois.....	IL	Pennsylvania.....	PA
Indiana.....	IN	Prince Edward Island*...	PE
Iowa.....	IA	Quebec*.....	QC
Kansas.....	KS	Rhode Island.....	RI
Kentucky.....	KY	Saskatchewan*.....	SK
Louisiana.....	LA	South Carolina.....	SC
Maine.....	ME	South Dakota.....	SD
Manitoba*.....	MB	Tennessee.....	TN
Maryland.....	MD	Texas.....	TX
Massachusetts.....	MA	Utah.....	UT
Mexico.....	MX	Vermont.....	VT
Michigan.....	MI	Virginia.....	VA
Minnesota.....	MN	Washington.....	WA
Mississippi.....	MS	West Virginia.....	WV
Missouri.....	MO	Wisconsin.....	WI
Montana.....	MT	Wyoming.....	WY
Nebraska.....	NE	Yukon Territory*.....	YT
Nevada.....	NV		

*Canadian Provinces

APPENDIX F

**** JURISDICTIONAL AGENCIES **** ****REGISTRATION ****

ALABAMA

Department of Revenue
Motor Vehicles Division
International Registration Section
P.O. Box 327620
Montgomery, AL 36132-7620
Telephone: 334-242-9000
Fax: 334-242-0312

ALBERTA

Trans Port Engineering
Prorate Services
803 Manning Rd NE, First Floor
Calgary, AB Canada T2E 7M8
Telephone: 403-297-2920
Fax: 403-297-2917

ARIZONA

Department of Transportation
Motor Vehicle Division
1801 W Jefferson Street
Mail Drop 527M
Phoenix, AZ 85001-2100
Telephone: 602-712-6775
Fax: 602-712-7869

ARKANSAS

Office of Motor Vehicle
IRP Unit
P.O. Box 8091
Little Rock, AR 72203
Telephone: 501-682-4630
Fax: 501-682-4615

BRITISH COLUMBIA

Interjurisdictional Licensing
P.O. Box 7500
Stn Terminal
Vancouver, BC Canada V6B 5R9
Telephone: 604-443-4450
Fax: 604-443-4451

CALIFORNIA

Department of Motor Vehicles
IRP Unit
P.O. Box 932320 MS:H160
Sacramento, CA 94232-3200
Telephone: 916-657-7971
Fax: 916-657-6628

COLORADO

Department of Revenue
Motor Carrier Services - IRP Section
1881 Pierce St., Room 114
Lakewood, CO 80214
Telephone: 303-205-5602
Fax: 303-205-5981

CONNECTICUT

Department of Motor Vehicles
IRP/SSRS
60 State Street
Wethersfield, CT 06161-1010
Telephone: 860-263-5281
Fax: 860-263-5582

DELAWARE

Motor Fuel Tax Administration
IRP Unit
P.O. Drawer 7065
Dover, DE 19903-7065
Telephone: 302-744-2701
Fax: 302-739-6299

DISTRICT OF COLUMBIA

Department of Motor Vehicles
International Registration Plan
301 C Street, NW
Washington, D.C. 20024-1400
Telephone: 202-727-6426
Fax: 202-727-5017

FLORIDA

Dept. of Hwy. Safety & Motor Vehicles
Division of Motor Vehicles
Bureau of Motor Carrier Services
Neil Kirkman Building, Room A110, MS62
Tallahassee, FL 32399-0626
Telephone: 850-488-6921
Fax: 850-922-7148

GEORGIA

Department of Motor Vehicle Safety
IRP
P.O. Box 16909
Atlanta, GA 30321
Telephone: 404-362-6477
Fax: 404-675-6197

Registration (*continued*)

IDAHO

Idaho Transportation Department
Division of Motor Vehicles
P.O. Box 7129
Boise, ID 83707-1129
Telephone: 208-334-8611
Fax: 208-334-2006

ILLINOIS

Secretary of State Office
Vehicle Services Department
Howlett Building, Room 300
Springfield, IL 62756
Telephone: 217-785-1800
Fax: 217-524-0123

INDIANA

Department of Revenue
Motor Carrier Services Division
5252 Decatur Blvd, Suite R
Indianapolis, IN 46241-7340
Telephone: 317-615-7340
Fax: 317-821-2335

IOWA

Iowa Department of Transportation
Motor Vehicle Division
Office of Motor Carrier Services
P.O. Box 10382
Des Moines, IA 50306-0382
Telephone: 515-237-3258
Fax: 515-237-3225

KANSAS

Department of Revenue
Division of Vehicles
Motor Carrier Service Bureau
3718 SW Burlingame Road
Topeka, KS 66609-1217
Telephone: 785-291-3384
Fax: 785-296-7872

KENTUCKY

Kentucky Transportation Cabinet
IRP Section
P.O. Box 2323
Frankfort, KY 40602-2323
Telephone: 502-564-4120
Fax: 502-564-4138

LOUISIANA

Department of Public Safety & Corrections
Office of Motor Vehicles
IRP Unit
7979 Independence Blvd., Room #101
Baton Rouge, LA 70806
Telephone: 225-925-6335
Fax: 225-925-1838

MAINE

Bureau of Motor Vehicles
#29 State House Station
Augusta, ME 04330-0029
Telephone: 207-624-9000 ext. 52135
Fax: 207-624-9086

MANITOBA

Commercial Vehicle Registration
1075 Portage Ave
Winnipeg, MB R3G 0S1
Telephone: 204-945-7380
Fax: 204-945-8416

MARYLAND

Motor Vehicle Administration
6601 Ritchie Highway, NE
Glen Burnie, MD 21062
Telephone: 410-424-3014
Fax: 410-768-7163

MASSACHUSETTS

Registry of Motor Vehicles
IRP Section
One Copley Place
Tower One, Third Floor
Boston, MA 02116
Telephone: 617-351-9320
Fax: 617-351-9399

MICHIGAN

Michigan Department of State
IRP Unit
P.O. Box 30029
Lansing, MI 48909-7529
Telephone: 517-322-1097
Fax: 517-322-1058

Registration (*continued*)

MINNESOTA

Department of Public Safety
IRP & IFTA Office
1110 Centre Pointe Curve Ste 425
Mendota Heights, MN 55120
Telephone: 651-405-6161
Fax: 651-405-6136

MISSISSIPPI

State Tax Commission
P.O. Box 1044
Jackson, MS 39215
Telephone: 601-923-7000
Fax: 601-923-7133 / 601-923-7134

MISSOURI

Missouri Department of Transportation
Motor Carrier Services
P.O. Box 893
Jefferson City, MO 65105-0893
Telephone: 573-751-6433
Fax: 573-751-0916

MONTANA

Montana Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59620-4639
Telephone: 406-444-6130
Fax: 406-444-7670

NEBRASKA

Department of Motor Vehicles
Motor Carrier Services
P.O. Box 98935
Lincoln, NE 68509-8935
Telephone: 402-471-4435/888-622-1222
Fax: 402-471-4024

NEVADA

Department of Motor Vehicles &
Public Safety
Motor Vehicle Branch
555 Wright Way
Carson City, NV 89711-0625
Telephone: 775-684-4711
Fax: 702-684-4619

NEW BRUNSWICK

Department of Public Safety
P.O. Box 6000
Fredericton NB E3B 5H1
Telephone: 506-453-2407
Fax: 506-444-5950

NEW HAMPSHIRE

Department of Safety
International Registration Plan
10 Hazen Drive
Concord, NH 03305
Telephone: 603-271-2196
Fax: 603-271-1061

NEW JERSEY

Department of Motor Vehicles
Motor Carriers Unit - IRP Section
225 E State St., P.O. Box 178
Trenton, NJ 08666-0178
Telephone: 609-633-9399
Fax: 609-633-9394

NEW MEXICO

Motor Vehicle Division
Taxation & Revenue Department
P.O. Box 1028
Santa Fe, NM 87504-1028
Telephone: 505-827-2296
Fax: 505-827-0135

NEW YORK

International Registration Bureau
P.O. Box 2850-ESP
Albany, NY 12220-0850
Telephone: 518-473-5834
Fax: 518-402-2366

NEWFOUNDLAND

Registrar of Motor Vehicles
P.O. Box 8710
St. John's, NF A1B 4J5
Telephone: 709-729-2527
709-729-4921
Fax: 709-729-1843

NORTH CAROLINA

Division of Motor Vehicles
International Registration Plan Section
1425 Rock Quarry Rd, Suite 100
Raleigh, NC 27610
Telephone: 919-733-3642
Fax: 919-715-9129

NORTH DAKOTA

Department of Transportation
Motor Vehicle Division
608 East Boulevard Avenue
Bismarck, ND 58505-0780
Telephone: 701-328-2725
Fax: 701-328-3500

Registration (continued)

NOVA SCOTIA

Department of Business & Consumer Service
P.O. Box 2734
Halifax, NS B3J 3P7
Telephone: 902-424-6964
Fax: 902-424-2633

OHIO

Bureau of Motor Vehicles
P.O. Box 16520
Columbus, OH 43216-6520
Telephone: 614-752-7587
Fax: 614-752-7972

OKLAHOMA

Oklahoma Tax Commission
Motor Vehicle Division
2501 Lincoln Blvd.
Oklahoma City, OK 73194
Telephone: 405-521-3036
Fax: 405-525-2906

ONTARIO

Ministry of Transportation
Licensing and Control Branch - Operations
Main Floor, Building "A"
1201 Wilson Ave.
Downsview, Ontario M3M 1J8
Telephone: 416-235-3923
Fax: 416-235-9324

OREGON

Oregon Department of Transportation
Motor Carrier Transportation Division
550 Capitol Street, NE
Salem, OR 97301-2530
Telephone: 503-378-6699
Fax: 503-378-5765

PENNSYLVANIA

Department of Transportation
Commercial Registration Section
1101 S Front Street, 1st Floor
PO Box 68285
Harrisburg, PA 17106-8285
Telephone: 717-783-6095
Fax: 717-783-6349

PRINCE EDWARD ISLAND

Highway Safety Operations
Dept of Transportation & Public Works
33 Riverside Drive
P.O. Box 2000
Charlottetown, PE C1A 7N8
Telephone: 902-368-5202
Fax: 902-368-6269

QUEBEC

Societe del'assurance automobile
du Quebec Division IRP
333, boulevard Jean-Lesage, Local N-3-13
Quebec City, QC G1K 8J6
Telephone: 418-528-4490
Fax: 418-643-4624

RHODE ISLAND

Division of Motor Vehicles
IRP Services Section
45 Park Place
Pawtucket, RI 02860
Telephone: 401-728-6692
Fax: 401-728-6963

SASKATCHEWAN

Government Insurance
2260 11th Avenue
Regina, SK Canada S4P 2N7
Telephone: 306-751-1200
Fax: 306-359-0867

SOUTH CAROLINA

Department of Public Safety
10311 Wilson Blvd,
PO Box 1993
Blythewood, SC 29016
Telephone: 803-896-3870
Fax: 803-896-2698

SOUTH DAKOTA

Department of Revenue
Prorate & Commercial Licensing
445 East Capitol Avenue
Pierre, SD 57501-3100
Telephone: 605-773-4111
Fax: 605-773-4117

TENNESSEE

Department of Safety
1150 Menzler Road
Nashville, TN 37210
Telephone: 615-253-2260
Fax: (615) 532-7015

Registration (continued)**TEXAS**

Texas Department of Transportation
Vehicle Titles & Registration Division
4000 Jackson Avenue
Austin, TX 78731
Telephone: 512-465-7570
Fax: 512-467-5909

WYOMING

Department of Transportation
Motor Vehicle Services/IRP Section
5300 Bishop Blvd.
Cheyenne, WY 82009-3340
Telephone: 307-777-4842
Fax: 307-777-4772

UTAH

Utah State Tax Commission
210 North 1950 West
Salt Lake City, UT 84134-0840
Telephone: 801-297-6800/ 888-251-9555
Fax: 801-297-6899

VERMONT

Agency of Transportation
National Life Building
Drawer 33
Montpelier, VT 05603-0001
Telephone: 802-828-2071
Fax: 802-828-3577

VIRGINIA

Department of Motor Vehicles
2300 West Broad Street
P.O. Box 27412
Richmond, VA 23269-0001
Telephone: 866-878-2582
Fax: 804-367-1073

WASHINGTON

Department of Licensing
Prorate and Fuel Tax Services
P.O. Box 9036
Olympia, WA 98507-9228
Telephone: 360-664-1858
Fax: 360-586-5905

WEST VIRGINIA

Division of Motor Vehicles/IRP Unit
1800 Kanawha Boulevard, East
Bldg. 3, Room 138
Charleston, WV 25317
Telephone: 304-558-4188
Fax: 304-558-3735

WISCONSIN

Department of Transportation
Division of Motor Vehicles
P.O. Box 7911
Madison, WI 53707-7911
Telephone: 608-266-9900
Fax: 608-267-0220

**** MOTOR FUEL TAXES ****

ALABAMA

Department of Revenue
Motor Vehicle Div/IFTA Section
P.O. Box 327570
Montgomery, AL 36132-7570
Telephone: 334-353-7839

ALBERTA

Alberta Treasury
Revenue Administration
Haultain Building, 6th Floor
9811 109th Street
Edmonton, AB T5K0C8
Telephone: 870-427-3044

ARIZONA

Department of Transportation
Motor Vehicle Division
Motor Carrier Services
1801 W Jefferson, Mail Drop 527M
Phoenix, AZ 85007
Telephone: 602-712-6775

ARKANSAS

Department of Finance & Admin.
Motor Fuel Tax Section
P.O. Box 1752
Little Rock, AR 72203
Telephone: 501-682-4800

BRITISH COLUMBIA

Consumer Taxation Branch
Motive Fuel Section
1061 Fort Street
Victoria, BC V8V 3K5
Telephone: 250-387-3368
Fax: 250-387-6218

CALIFORNIA

State Board of Equalization
450 N Street MIC 30
P.O. Box 942879
Sacramento, CA 94279-0033
Telephone: 916-445-5022

COLORADO

Department of Motor Carrier Services
Mileage and Fuel Tax Section
1881 Pierce St, Room 114
Lakewood, CO 80204
Telephone: 303-205-5683

CONNECTICUT

Department of Revenue Service
25 Sigourney Street
Hartford, CT 06105
Telephone: 860-541-3222

DELAWARE

Motor Fuel Tax Admin.
Motor Carrier Services Sect./IFTA Unit
P.O. Drawer E
Dover, DE 19903
Telephone: 302-744-2702

DISTRICT OF COLUMBIA

(Not in fuel program)

FLORIDA

Department of Highway Safety &
Motor Vehicles
Division of Motor Vehicles
Bureau of Motor Carrier Services
Neil Kirkman Building, Room A110, MS62
Tallahassee, FL 32399-0625
Telephone: 850-488-6921

GEORGIA

Motor Vehicle Division
IRP Section
P.O. Box 16909
Atlanta, GA 30334
Telephone: 404-923-7150

IDAHO

State Tax Commission
Fuel Tax Section
800 Park Blvd.
P.O. Box 36
Boise, ID 83722-0410
Telephone: 208-334-8692

ILLINOIS

Illinois Department of Revenue
Motor Fuel Tax Division
101 W Jefferson, 3rd Floor SW
Springfield, IL 62708
Telephone: 217-785-5869
Fax: 217-782-4217

Motor Fuel Taxes (*continued*)

INDIANA

Department of Revenue
Motor Carrier Services Div/IFTA Unit
5252 Decatur Blvd, Suite R
Indianapolis, IN 46241-9524
Telephone: 317-615-7345

IOWA

Motor Carrier Services
Park Fair Mall
100 Euclid Ave., P.O. Box 10382
Des Moines, IA 50306-0382
Telephone: 515-237-3224
Fax: 515-237-3354

KANSAS

Department of Revenue
Division of Taxation
Motor Fuel Tax Section
Docking State Office Bldg., 3rd Flr
Topeka, KS 66612
Telephone: 785-296-2411

KENTUCKY

Kentucky Transportation Cabinet
Division of Motor Carriers
New State Office Building
501 High Street, P.O. Box 2007
Frankfort, KY 40602
Telephone: 502-564-4540

LOUISIANA

Dept. of Revenue & Taxation
Excise Tax Division
P.O. Box 201
Baton Rouge, LA 70821
Telephone: 225-925-7656

MAINE

Bureau of Motor Vehicles
Fuel Unit
29 State House Station
Augusta, ME 04333-0029
Telephone: 207-624-9000 ext. 52136

MANITOBA

Department of Finance
Taxation Division
101-401 York Ave.
Winnipeg, MB R3C 0P8
Telephone: 204-945-3194

MARYLAND

Comptroller of the Treasury
Motor Vehicle Fuel Tax
P.O. Box 1751
Annapolis, MD 21404
Telephone: 410-799-4009

MASSACHUSETTS

Department of Revenue
200 Arlington Street
Chelsea, MA 02150
Telephone: 617-887-5080

MICHIGAN

Department of Treasury
Motor Fuel Tax Section
7285 Parsons Drive
Lansing, MI 48821
Telephone: 517-636-4580

MINNESOTA

Department of Revenue
Petroleum Division
600 N Robert
St. Paul, MN 55146
Telephone: 651-296-0893
IFTA: 651-405-6161 (see Registration)

MISSISSIPPI

State Tax Commission
Motor Fuel Tax Section
P.O. Box 1033
Jackson, MS 39215
Telephone: 601-923-7150

MISSOURI

Missouri Department of Transportation
Motor Carrier Services
P.O. Box 893
Jefferson City, MO 65105-0893
Telephone: 573-751-6433

MONTANA

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59620-4639
Telephone: 406-444-6130

NEBRASKA

Department of Motor Vehicles
Motor Carrier Services
P.O. Box 98935
Lincoln, NE 68509-8935
Telephone: 402-471-4435/ 888-622-1222

Motor Fuel Taxes (*continued*)

NEVADA

Dept. Motor Vehicles & Public Safety
Motor Carrier Section
555 Wright Way
Carson City, NV 89711-0625
Telephone: 775-684-4711

NEW BRUNSWICK

Department of Finance
Compliance and Registration Branch
P.O. Box 6000
Fredericton, NB E3B 5H1
Telephone: 506-453-2404

NEWFOUNDLAND

Department of Finance
Confederation Bldg East Block
Prince Philip Drive
St. John's, NF A1C 5T7
Telephone: 709-729-2952/6713/2935

NEW HAMPSHIRE

Department of Safety
Road Toll Section
10 Hazen Drive
Concord, NH 03305
Telephone: 603-271-2311

NEW JERSEY

Division of Motor Vehicles
Motor Carriers Unit IFTA Section
225 E State St P.O. 133
Trenton, NJ 08666-0133
Telephone: 609-633-9400

NEW MEXICO

Commercial Vehicle Bureau
Special Tax Programs
P.O. Box 1028
Santa Fe, NM 87504-1028
Telephone: 505-827-0392/ 827-6869

NEW YORK

NYS Dept. of Tax and Finance
IFTA, Bldg 8, Room 400
W.A. Harriman State Office Campus
Albany, NY 12227
Telephone: In NY 1-800-225-5829
Outside NY 1-800-792-1233
(HUT) 518-457-3653
(IFTA) 518-457-3646

NORTH CAROLINA

Department of Revenue
Fuel Tax Division
501 North Wilmington Street
Raleigh, NC 27604-8011
Telephone: 919-733-3409
Fax: 919-733-8654

NORTH DAKOTA

Department of Transportation
Mtr Vehicle Dept/Mtr Carrier Serv Sect
608 E. Blvd. Ave
Bismarck, ND 58505-0780
Telephone: 701-328-2725

NOVA SCOTIA

Service Nova Scotia & Municipal Relations
Provincial Tax Commission
P.O. Box 755
Halifax, NS B3J 2V4
Telephone: 902-424-6410

OHIO

Department of Taxation
30 E. Broad St.
P.O. Box 530
Columbus, OH 43216
Telephone: 614-466-3921

OKLAHOMA

Oklahoma Tax Commission
2501 N. Lincoln Blvd.
Oklahoma City, OK 73194
Telephone: 405-521-3246

ONTARIO

Ministry of Finance
Motor Fuels and Tobacco Tax Branch
P.O. Box 625
33 King Street West
Oshawa, Ontario L1H 8H9
Telephone: 905-433-6339
Fax: 905-436-4511
Note: Fuel Tax Trip Permits can be obtained
through Wire Services.

OREGON

Department of Transportation
Mtr Carrier Transportation Div.
550 Capitol Street, NE
Salem, OR 97310-1309
Telephone: 503-378-6699

Motor Fuel Taxes (*continued*)

PENNSYLVANIA

Department of Revenue
Bureau of Motor Fuel Taxes
Department 280646
Harrisburg, PA 17128-0646
Telephone: 717-783-2158

PRINCE EDWARD ISLAND

Taxation & Property Records Div
Dept of Provincial Treasury
P.O. Box 1330
Charlottetown, PE C1A 7N1
Telephone: 902-368-5703
Fax: 902-368-6164

QUEBEC

Revenu Quebec
3800 de Marly Street
Sainte-Foy, QC G1X 4A5
Telephone: 418-652-5306

RHODE ISLAND

Dept of Administration
RI Division of Taxation
One Capitol Hill
Providence, RI 02908
Telephone: 401-222-6317

SASKATCHEWAN

Sales Tax Office
2350 Albert St
Regina, SK Canada S4P4A6
Telephone: 306-787-6658
Fax: 306-787-0241

SOUTH CAROLINA

Department of Public Safety
P.O. Box 1498
Columbia, SC 29216-0027
Telephone: 803-737-6620

SOUTH DAKOTA

Department of Revenue
Motor Fuel Tax Section
445 E Capitol
Pierre, SD 57501-3185
Telephone: 605-773-5335

TENNESSEE

Department of Safety
Commercial Vehicle Division
IFTA Unit
1150 Menzler Road
Nashville, TN 37210
Telephone: 615-253-2260

TEXAS

Comptroller of Public Accounts
Motor Fuel Tax Division
P.O. Box 13528
Austin, TX 78711
Telephone: 512-463-4600/ 800-252-5555

UTAH

Utah State Tax Commission
Fuel Tax Section
210 North 1950 West
Salt Lake City, UT 84134-8040
Telephone: 801-297-2200

VERMONT

Department of Motor Vehicles
Commercial Vehicle Operations
120 State Street
Montpelier, VT 05603
Telephone: 802-828-2070

VIRGINIA

State Dept of Motor Vehicles
Motor Carrier Services
P.O. Box 27412
Richmond, VA 23269-0001
Telephone: 804-367-0558

WASHINGTON

Department of Licensing
Motor Carrier/IFTA Section
P.O. Box 9228
Olympia, WA 98507-9228
Telephone: 360-664-1868

WEST VIRGINIA

Division of Mtr Veh/IFTA Section
P.O. Box 532
Charleston, WV 25322-0532
Telephone: 304-558-4448

Motor Fuel Taxes (*continued*)

WISCONSIN

Department of Transportation
Motor Carrier Services Section
Fuel Tax Unit
P.O. Box 7979
Madison, WI 53707-7979
Telephone: 608-267-4382

WYOMING

Wyoming Dept. of Transportation
Motor Vehicle Services/IFTA Section
5300 Bishop Blvd.
Cheyenne, WY 82009-3340
Telephone: 307-777-4827

**** OPERATING AUTHORITY ****

ALABAMA

Public Service Commission
P.O. Box 991
Montgomery, AL 36101-0991
Telephone: 334-242-5176/ 242-5180

ALBERTA

Safety & Carrier Compliance Branch
4th Floor Provincial Building
4920-51 Street
Red Deer, AB Canada T4N6K8
Telephone: 403-340-5444

ARIZONA

NO OPERATING AUTHORITY REQUIRED

ARKANSAS

Motor Carrier Regulatory Section
P.O. Box 8051
Little Rock, AR 72203
Telephone: 501-569-2358

BRITISH COLUMBIA

Motor Carrier Department
4240 Manor Street
Burnaby, B.C. V5G 3X5
Telephone: 604-453-4250
Fax: 604-453-4253

CALIFORNIA

Department of Transportation
Motor Carrier Permit Branch
P.O. Box 932370 MS: G875
Sacramento, CA 94232-3700
Telephone: 916-657-8153

(Motor Carriers of Property only)

DMV-SSRS

MS160
P.O. Box 932332
Sacramento, CA 94223-3200
Telephone: 916-657-6636

COLORADO

Public Utilities Commission
1580 Logan, 2nd Level
Denver, CO 80215
Telephone: 303-894-2000, Ext. 451

CONNECTICUT

Department of Motor Vehicles
SSRS Section
60 State St., Room 104
Wethersfield, CT 06161-1015
Telephone: 860-263-5281

DELAWARE

NO OPERATING AUTHORITY REQUIRED

FLORIDA

NO OPERATING AUTHORITY REQUIRED

GEORGIA

Georgia Public Service Commission
Carrier Enforcement
1007 Virginia Ave., Suite 310
Hapeville, GA 30354
Telephone: 404-559-6600

IDAHO

NO OPERATING AUTHORITY REQUIRED

ILLINOIS

Illinois Commerce Commission
527 East Capitol Leland Bldg.
P.O. Box 19280
Springfield, IL 62794-9280
Telephone: 217-782-4654

INDIANA

Indiana Department of Revenue
Mtr Carrier Serv Division
5252 Decatur Blvd Ste R
Indianapolis, IN 46241-9524
Telephone: 317-615-7350

IOWA

Motor Carrier Services
Park Fair Mall
100 Euclid Ave., P.O. Box 10382
Des Moines, IA 50306-0382
Telephone: 515-237-3224
Fax: 515-237-3354

KANSAS

Corporation Commission
Transportation Division
1500 SW Arrowhead Rd.
Topeka, KS 66604-4027
Telephone: 785-271-3150

Operating Authority (*continued*)

KENTUCKY

Kentucky Transportation Cabinet
Division of Motor Carriers
New State Office Building
Frankfort, KY 40601
Telephone: 502-564-4540

LOUISIANA

Public Service Commission
P.O. Box 91154
Baton Rouge, LA 70821-9154
Telephone: 225-342-4439

MAINE

Bureau of Motor Vehicles
Motor Carrier Services
Operating Authority
29 State House Station
Augusta, ME 04333-0029
Telephone: 207-624-9000 ext. 52127

MANITOBA

Motor Transport Board
Room 200-301 Weston Street
Winnipeg, MB R3E 3H4
Telephone: 204-945-8915

MARYLAND

Public Service Commission
American Building
231 E Baltimore St.
Baltimore, MD 21201
Telephone: 410-767-8109

MASSACHUSETTS

Commercial Motor Vehicle Center
525 Maple Street
Marlboro, MA 01752
Telephone: 508-624-7446/ 624-7771

MICHIGAN

Department of Commerce
6545 Mercantile Way
P.O. Box 30221
Lansing, MI 48909-7721
Telephone: 517-241-6030

MINNESOTA

Minnesota Department of Transportation
Motor Carrier Safety & Compliance
1110 Centre Pointe Curve, Ste 420
Mendota Heights, MN 55120
Telephone: 651-405-6060

MISSISSIPPI

Public Service Commission
P.O. Box 1174
Jackson, MS 39215
Telephone: 601-961-5435

MISSOURI

Missouri Department of Transportation
Motor Carrier Services
Truman State Office Bldg., P.O. Box 1216
Jefferson City, MO 65102
Telephone: 573-751-3358

MONTANA

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59620-4639
Telephone: 406-444-6130

NEBRASKA

Department of Motor Vehicles
Motor Carrier Services
301 Centennial Mall South
P.O. Box 98935
Lincoln, NE 68509-8935
Telephone: 402-471-4435/888-622-1222

NEVADA

Business & Industry Trans Serv Authority
75 Bank St., Suite 3
Sparks, NV 89431
Telephone: 702-688-2823*Intrastate tow co's,
passenger carriers, taxi cabs, limousines, buses,
& household goods ONLY

NEW BRUNSWICK

(Only required for buses)
Motor Carrier Board
110 Charlotte Street
P.O. Box 5001
Saint John, NB E2L 4Y9
Telephone: 506-658-2504
Fax: 506-633-0163

NEWFOUNDLAND

(only required for buses)
Public Utilities Commission
120 Torbay Road
P.O. Box 9188
St. John's, NF A1A 2X9
Telephone: 709-726-6432

Operating Authority (*continued*)

NEW HAMPSHIRE

New Hampshire Department of Safety
Bureau of Common Carriers
10 Hazen Drive
Concord, NH 03305
Telephone: 603-271-2447

NEW JERSEY

NO OPERATING AUTHORITY REQUIRED

NEW MEXICO

Motor Transportation Division
State Corporation Commission
P.O. Drawer 1269, Room 406
Santa Fe, NM 87504-1269
Telephone: 505-827-4643

NEW YORK

NYS Department of Transportation
Passenger & Freight Safety Div
Building 7A, Room 402
1220 Washington Avenue
Albany, NY 12232
Telephone: 518-457-1017

NORTH CAROLINA

IRP Section
Division of Motor Vehicles
1425 Rock Quarry Rd.
Raleigh, NC 27610
Telephone: 919-861-3720
Fax: 919-733-5300

NORTH DAKOTA

North Dakota Department of Transportation
Motor Vehicle Division
Motor Carrier Section
608 E Boulevard
Bismarck, ND 58505-0780
Telephone: 701-328-2725

NOVA SCOTIA

Motor Freight Supervisor
P.O. Box 3058
Halifax South, Postal Station
Halifax, NS B3K 3G7
Telephone: 902-424-5536
Fax: 902-424-3919

OHIO

Public Utilities Commission
Motor Carrier Regulation Division
180 E Broad St.
Columbus, OH 43266-0573
Telephone: 614-466-3392

OKLAHOMA

Oklahoma Corporation Commission
Jim Thorpe Office Building
2101 N Lincoln Blvd., Room 312
Oklahoma City, OK 73105
Telephone: 405-521-2253

ONTARIO

Ministry of Transportation
Carrier Safety and Enforcement Branch
Control and Sanctions Section, 3rd Floor
301 St. Paul Street
St. Catharines, Ontario L2R 7S8
Telephone: 905-704-2500
Fax: 905-704-2038

OREGON

Department of Transportation
Motor Carrier Transportation Division
550 Capitol Street, N.E.
Salem, OR 97301-2530
Telephone: 503-378-6699

PENNSYLVANIA

Pennsylvania Public Utility Commission
North Office Building
321 State St
Harrisburg, PA 17105
Telephone: 717-783-5933

PRINCE EDWARD ISLAND

NO OPERATING AUTHORITY REQUIRED

QUEBEC

NO OPERATING AUTHORITY REQUIRED
Heavy vehicle owners/operators are entered in the
Commission des transports du Québec's (CTQ) register
Telephone: 888-461-2433

RHODE ISLAND

Division of Public Utilities & Carriers
89 Jefferson Blvd
Warwick, RI 02888
Telephone: 401-941-4500 Ext. 149

Operating Authority (*continued*)

SASKATCHEWAN

(*only requires Nat'l Safety Code #)

Saskatchewan Motor Transport Services

2260 11th Ave., 4th Floor

Regina, SK Canada S4P-2N7

Telephone: 306-775-6672

Fax: 306-775-6618

SOUTH CAROLINA

Department of Public Safety

P.O. Box Drawer 1498

Columbia, SC 29216-0060

Telephone: 803-737-6308 (SSRS)

803-737-6300 (Exmt Carriers)

SOUTH DAKOTA

Public Utilities Comm/Trans Div

500 E. Capital Avenue

Pierre, SD 57501-3185

Telephone: 605-773-5280

TENNESSEE

Department of Safety

Commercial Vehicle Division

Motor Carrier Authority Unit

1150 Menzler Road

Nashville, TN 37210

Telephone: 615-253-2260

TEXAS

Texas Department of Transportation

Motor Carrier Division

125 E 11th Street

Austin, TX 78701

Telephone: 1-800-299-1700

UTAH

Utah Dept. Of Transportation

Ports of Entry Section

4501 South 2700 West

Salt Lake City, UT 84114

Telephone: 801-965-4508

VERMONT

NO OPERATING AUTHORITY REQUIRED

VIRGINIA

State Corporation Commission

Motor Transportation Division

P.O. Box 1158

Richmond, VA 23290

Telephone: 804-371-9216

WASHINGTON

Utilities & Transportation Commission

Permits & Insurance Section

Chandler Plaza Building

1300 Evergreen Park Drive, SW

P.O. Box 47250

Olympia, WA 98504-7250

Telephone: 360-753-1160

WEST VIRGINIA

Public Service Commission

Motor Carrier Division

201 Brooks Street

Charleston, WV 25317

Telephone: 304-340-0417

WISCONSIN

Department of Transportation

Motor Carrier Insurance/Authority

P.O. Box 7967

Madison, WI 53708-7967

Telephone: 608-266-1356

WYOMING

Wyoming Department of Transportation

Regulatory Division

5300 Bishop Blvd.

Cheyenne, WY 82009-3340

Telephone: 307-777-4850

**** OVERSIZE AND OVERWEIGHT ****

ALABAMA

Department of Transportation
Permit Section
1409 Coliseum Blvd.
Montgomery, AL 36130
Telephone: 334-834-1092

ALBERTA

Alberta Transportation
Central Permit Office
#401, 4920-51 Street
Red Deer, AB Canada T4N 6K8
Telephone: 403-342-7138
Fax: 403-340-5278

ARIZONA

Department of Transportation
Motor Vehicle Division
Weight Enforcement Section
14370 W Van Buren
Goodyear, AZ 85338
Telephone: 623-932-2247

ARKANSAS

Arkansas Highway & Trans Dept.
Permit Section
P.O. Box 2261
Little Rock, AR 72203
Telephone: 501-569-2381

BRITISH COLUMBIA

Commercial Transport Department
Ministry of Transportation and Hwy
Motor Vehicle Branch
2631 Douglas Street
Victoria, BC Canada V8T 5A3
Telephone: 250-387-4404
Fax: 250-365-8986

CALIFORNIA

Dept. of Transportation Operations
Division of Transportation Operations,
Office of Permits & Truck Operations
1120 N Street
Sacramento, CA 95814
Telephone: 916-654-4961

COLORADO

State Highway Department
4201 E Arkansas Ave.
Denver, CO 80222
Telephone: 303-757-9241

CONNECTICUT

Motor Transport Services
Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131-7541
Telephone: 860-594-2874
Fax: 860-594-8334

DELAWARE

MFTA-Hauling Permits
P.O. Drawer 7065
Dover, DE 19903-7065
Telephone: 302-744-2700

DISTRICT OF COLUMBIA

Dept. of Consumer & Regulatory Affairs
941 N Capital Street
Washington, D.C. 20002
Telephone: 202-442-4400

FLORIDA

Department of Transportation
Permit Section
Rhyne Bldg 1C
2740 Centerview Dr.
Tallahassee, FL 32301
Telephone: 850-488-4961

GEORGIA

Georgia Department of Transportation
Office of Permits & Enforcement
276 Memorial Dr., SW
Atlanta, GA 30303
Telephone: 404-656-5428

IDAHO

Idaho Transportation Department
Permit Office
P.O. Box 7129
Boise, ID 83707-1129
Telephone: 208-334-8420

Oversize and Overweight (*continued*)

ILLINOIS

Department of Transportation
Highway Administration Building
2300 S Dirksen Parkway
Springfield, IL 62764
Telephone: 217-782-6271

INDIANA

Indiana Department of Revenue
Oversize and Overweight Permits
5252 Decatur Blvd Ste R
P.O. Box 6081
Indianapolis, IN 46241-9524
Telephone: 317-615-7320

IOWA

Motor Carrier Services
Park Fair Mall
100 Euclid Ave., P.O. Box 10382
Des Moines, IA 50306-0382
Telephone: 515-237-3264

KANSAS

Department of Transportation
Bureau of Traffic Engineering
Permits Section
Docking State Office Building
Topeka, KS 66612-1568
Telephone: 785-296-7400

KENTUCKY

Department of Transportation
Division of Motor Carriers
Frankfort, KY 40601
Telephone: 502-564-7150

LOUISIANA

Department of Transportation &
Development
Truck Permit Office
P.O. Box 94042
Baton Rouge, LA 70804-9042
Telephone: 225-343-2345

MAINE

Bureau of Motor Vehicles
Motor Carrier Services
Over Dimension Unit
29 State House Station
Augusta, ME 04333-0029
Telephone: 207-624-5000 ext. 52134

MANITOBA

Transportation & Government Services
Permit Services
1550 Dublin Ave.
Winnipeg, MB R3E 0L4
Telephone: 204-945-3961

MARYLAND

State Highway Administration
Office of Traffic Safety
Motor Carrier Division
7491 Connelley Drive
Hanover, MD 21076
Telephone: 410-582-5734

MASSACHUSETTS

Massachusetts Highway Department
14 Beach Street
Milford, MA 01757
Telephone: 508-478-9355

MICHIGAN

Department of Transportation
Permit Section
425 W Ottawa, P.O. Box 30050
Lansing, MI 48909-7550
Telephone: 517-373-2120

MINNESOTA

Minnesota Depart. of Transportation
Road & Vehicle Information Services
Administrative Truck Center
1110 Centre Pointe Curve, Ste 415
Mendota Heights, MN 55120
Telephone: 651-405-6000/ 800-657-3959

Oversize and Overweight (*continued*)

MISSISSIPPI

Department of Transportation
Maintenance Division
Permit Section
P.O. Box 1850
Jackson, MS 39215-1850
Telephone: 601-359-1717/ 888-737-0061

MISSOURI

Missouri Department of Transportation
Motor Carrier Services
2211 St. Mary's Blvd
Jefferson City, MO 65109
Telephone: 314-751-2871

MONTANA

Department of Transportation
Motor Carrier Services Division
P.O. Box 4639
Helena, MT 59604
Telephone: 406-444-6130

NEBRASKA

Department of Roads
Permit Section
Room 151, Hwy 2 & 77
P.O. Box 94759
Lincoln, NE 68509
Telephone: 402-471-0034

NEVADA

Department of Transportation
1263 S Stewart St.
Carson City, NV 89712
Telephone: 775-888-7410

NEW BRUNSWICK

Not available

NEWFOUNDLAND

Motor Registration Division
149 Smallwood Drive
Mount Pearl, NV A1N 1B5
Telephone: 609-729-4718/3454

NEW HAMPSHIRE

Department of Public Works & Highways
P.O. Box 483
Concord, NH 03301
Telephone: 603-271-2691

NEW JERSEY

Division of Motor Vehicles
Motor Carriers Unit/Special Permits
225 E State St., P.O. 133
Trenton NJ 08666-0133
Telephone: 609-633-9400
Fax: 609-633-9393

NEW MEXICO

Mtr Transportation Div/Oversize Permits
P.O. Box 1028, Room 3064
Santa Fe, NM 87504-1028
Telephone: 505-827-0374

NEW YORK

NYS Department of Transportation
Building 5, Room 311
W. A. Harriman State Office Campus
1220 Washington Ave.
Albany, NY 12232-0455
Telephone: 518-457-1155

NORTH CAROLINA

Department of Transportation
Division of Highways - Permit Unit
1425 Rock Quarry Rd., Ste 109-110
Raleigh, NC 27601
Telephone: 919-733-7154

NORTH DAKOTA

Highway Patrol
Commercial Vehicles
600 E Boulevard
Bismarck, ND 58505
Telephone: 701-328-2621/ 2627

NOVA SCOTIA

Telephone: 902-424-5973

OHIO

Department of Transportation
Bureau of Permits Commission
1610 W Broad
Columbus, OH 43223
Telephone: 614-351-2300

Oversize and Overweight (*continued*)

OKLAHOMA

Department of Public Safety
Size & Weight Division
3600 N Eastern
Oklahoma City, OK 73111
Telephone: 405-425-6104

ONTARIO

Ministry of Transportation
Carrier Safety and Enforcement Branch
Permit and Licensing Applications, 3rd Flr
301 St. Paul Street
St. Catharines, Ontario L2R 7R4
Telephone: 905-704-2500
Fax: 905-704-2545
*O/O Permits obtained through Wire Services

OREGON

Mtr Carrier Transportation Div
Over Dimension Permits Unit
550 Capitol St. NE
Salem, OR 97301-2530
Telephone: 503-373-0000

PENNSYLVANIA

Bureau of Maintenance & Operation
Motor Carriers Central Permit Office
P.O. Box 8210
Harrisburg, PA 17105
Telephone: 717-787-5367

PRINCE EDWARD ISLAND

Transportation & Public Works
Highway Safety Operations
P. O. Box 2000
33 Riverside Drive
Charlottetown, PE C1A 7N8
Phone: 902-368-5201
Fax: 902-368-5236

QUEBEC

Societe de l'assurance automobile
du Quebec
Division IRP
333, boul. Jean Lesage local C-3-33
C.P. 19,600
Quebec, QC G1K 8J6

RHODE ISLAND

Division of Motor Vehicles
Fleet Office- Room 103
286 Main St
Pawtucket, RI 02860
Telephone: 401-588-3011 ext.2029

SASKATCHEWAN

Fuel Tax
2350 Albert Street
Regina, SK Canada S4P-4A6
Telephone: 306-787-7749
Fax: 306-787-0241

SOUTH CAROLINA

Department of Public Transportation
P.O. Box 191
Columbia, SC 29202
Telephone: 803-253-6250

SOUTH DAKOTA

Sisseton Port of Entry
Permit Center
Telephone: 605-698-3925

TENNESSEE

Department of Transportation
James K. Polk Building, Suite 300
505 Deaderick Street
Nashville, TN 37243-0331

TEXAS

Department of Transportation
Motor Carrier Division
125 E 11th Street
Austin, TX 78701
Telephone: (512) 465-3584
Toll Free: 1- 800-299-1700

UTAH

Department of Transportation
4501 S 2700 West
Salt Lake City, UT 84114
Telephone: 801-965-4508

Oversize and Overweight (*continued*)

VERMONT

Department of Motor Vehicles
Commercial Vehicle Operations
120 State Street
Montpelier, VT 05603
Telephone: 802-828-2064
Fax: 802-828-5418

VIRGINIA

Department of Hwy & Transportation
1221 E Broad Street
Richmond, VA 23219
Telephone: 804-786-2787

WASHINGTON

Department of Transportation
Motor Carrier Services
921 Lakeridge Way, SE
Olympia, WA 98504-7367
Telephone: 206-664-9494

WEST VIRGINIA

Department of Highways
Permit Section
State Capitol Complex
Charleston, WV 25305
Telephone: 304-558-3545

WISCONSIN

Department of Transportation
Motor Carrier Services Section
Permit Unit
P.O. Box 7980
Madison, WI 53707-7980
Telephone: 608-266-7320

WYOMING

Department of Transportation
Oversize-Overwidth Permit Office
5300 Bishop Blvd.
Cheyenne, WY 82009-3340
Telephone: 307-777-4376

APPENDIX G

** TRIP PERMITS **

Jurisdiction	Source	Permit Cost	Obtained Prior to Entry	Intra-state Movement
Alabama	Wire Service	\$42 Fuel & Trip Combined	Yes	Yes
Alberta	Weight Scales Permit Office Red Deer, Alberta 403-342-7138	\$2.50 for every 500 kg of payload	Yes	No
Arizona	Port of Entries Central Permits 3rd Party	Varies based upon mileage and # of axles-96 hrs. or specific trip	Yes, Fees in any 3rd party	Yes 30/60/90
Arkansas	Weigh Stations Local Revenue Office Wire Service	\$33 for 72 hours	No	No
British Columbia	Weigh Scales	Based on GVW	Yes, call 250-387-4404 or Port of Entry	No
California	DMV IRP Unit Truck Stops	Four days \$45 power unit	Yes	Yes
Colorado	Port of Entry, CO State Patrol, One Stop Shop (IRP Office)	\$93 60,000-above \$82 30,001-60,000 \$71 10,001-30,000	No	Yes
Connecticut	Wire Service	\$15 for 72 hours at IRP Unit - \$17 for 72 hours Electronic Trans.	Yes	Yes
Delaware	Wire Service	\$15 for 72 hours	Yes	Yes
District of Columbia	Not Available			
Florida	Wire Services	\$45 for 10 days	Yes	Yes
Georgia	Wire Services	\$30 for 72 hours	Yes	Yes
Idaho	Weigh Stations Vendor Stations	\$25 single vehicle \$50 combined Gross Weight valid for 96 hours	No	Yes
Illinois	SOS - Com'l & Farm Truck Division, Wire Services	\$19 for 72 hours	Yes	Yes
Indiana	IRP Unit, Wire Service	\$15 for 72 hours	Yes	Yes
Iowa	Iowa Regional Permit Ctr, Vendor Stations	\$10 for 72 hours	Yes	No
Kansas	MC Inspector Stations (Ports of Entry) Central Permit Office, MCSB	\$26 for 72 hours 30-day Intrastate/Interstate cost based on regt. wgt.	No	Yes
Kentucky	Div. of Motor Carriers	\$25 for 55,000 lbs \$40 for 55,000 lbs & over for 10 days	Yes	Yes
Louisiana	MVD Branch Offices, Ports of Entry, IRP Unit, Wire Services	\$25 for 48 hours	Yes	Yes

Jurisdiction	Source	Permit Cost	Obtained Prior to Entry	Intra-state Movement
Maine	Bureau of Mtr Veh, Mtr Carrier Services Wire Services	\$25 for 72 hours	Yes	Yes
Manitoba	Weight Scales Perm Off	Truck .9 cents x # metric tonnes net load wght x km traveled/Bus .083 cents x # km traveled x # of passengers/ minimum fee for either \$6	No	No
Maryland	Mtr Carr Serv Sect Wire Services	\$15 for 72 hours	Yes	Yes
Massachusetts	Wire Services	\$15 for 72 hours	Yes	Yes
Michigan	IRP Unit (517) 322-1097, Wire Services	\$20 for 72 hours	Yes	Yes
Minnesota	Prorate Section Member Wire Services	\$15 for 120 hours	Yes	Yes
Mississippi	Port of Entry or (601) 359-1717	\$25 for 72 hours	No	Yes
Missouri	Motor Carrier Services Office	\$10 for 72 hours	Yes	Yes
Montana	Highway Office Weigh Station	\$10 – \$60/veh 1-200 miles \$15 - \$80/veh 201-400 miles, \$20 - \$100/veh over 400 miles/72 hrs <i>(Fee varies per weight of veh)</i>	No	Yes
Nebraska	Vendor Stations	\$25 for 72 hours	No	No
Nevada	Motor Carrier Offices, Vendors, Wire Services	\$5 plus \$.15 per mile for 24 hours/\$30 non-IFTA fee	Yes	Yes
New Brunswick	No Information			
Newfoundland		\$50 per veh (\$100 for tractor/trailer combination)		
New Hampshire	Wire Services	\$15 for 72 hours	Yes	Yes
New Jersey	Wire Services	\$25 for 72 hours	Yes	Yes
New Mexico	Ports of Entry	\$5 for 48 hours	No	Yes
New York	Wire Services IRP Unit	\$15 for 72 hours	Yes	Yes
N. Carolina	Weigh Stations/IRP Sect	\$15 for 10 days	Yes	Yes
N. Dakota	Ports of Entry	\$20 for 72 hours	No	Yes
Nova Scotia	902-424-5517			Yes
Ohio	Wire Services	\$15 for 72 hours	Yes	Yes
Oklahoma	Tax Commission, Local Tag Agents, Wire Serv.	\$12 for 72 hours	Yes	Yes

Jurisdiction	Source	Permit Cost	Obtained Prior to Entry	Intra-state Movement
Ontario	Wire Services	\$15 unladen CMV or trailer \$75 laden CMV \$132 combination of CMV and trailer or trailers, (any of which are laden or a CMV on whose chassis there is a machine or apparatus that is not designed or used primarily for the transport of persons or property.) All trip permits are valid for a period of 10 days.	Yes	No
Oregon	ODOT Ports of Entry/MVD Field Office	\$21 for 10 days & \$9 plus mileage tax	Yes, after 6 p.m. entry M-F, wknds/hldys	Yes
Pennsylvania	Wire Services	\$15 for 72 hours	Yes	Yes
Pr Edward Isl	Point of Entry	\$75 Straight Trucks \$150 Tractor Trailers \$25 Fuel Permits Available on weekends and holidays	NO	One Entry One Exit
Quebec	Vendor Stations	\$38 for 10 days	Yes	Yes
Rhode Island	Wire Services/Xero Fax 1-800-833-3762 Transceiver (Comdata) 1-800-749-7107	\$25 for 72 hours	Yes	Yes
Saskatchewan	SGI Permit Office Phone 306-775-6969 Inside Sask.: 1-800-667-7575(toll free) Fax 306-775-6909			
S. Carolina	IRP Section Wire Services	\$15 for 3 days	Yes	Yes
S. Dakota	Permit Center (605) 698-3925/24 Port of Entry, Hwy Patrol	\$15 for single trip	Yes	Yes
Tennessee	Wire Services	\$30 for 72 hours	Yes	Yes
Texas	County Tax Offices, TXDOT: Veh/Reg reg'l off Mtr Carrier Div IRP Branch & Wire Services	\$50 for 144 hours \$25 for 72 hours	Yes	Yes
Utah	Port of Entry Highway Patrol	\$20 single unit \$40 combination unit for 96 hrs or until exiting state	No	Yes
Vermont	Wire Services/Xero Fax 1-800-833-3762 Transceiver (Comdata) 1-800-749-7107	\$15 for 72 hours	Yes	Yes

Jurisdiction	Source	Permit Cost	Obtained Prior to Entry	Intra-state Movement
Virginia	Wire Services	\$15 for 10 days	Yes	Yes
Washington	Ports of Entry WA State Patrol County Auditors Office	\$15 for 3 days	Yes	Yes
W. Virginia	Wire Services	Combination permit/fuel tax/ IRP regist. authority for 5 days	Yes	Yes
Wisconsin	Wire Services	\$15 for 72 hours	Yes	Yes
Wyoming	Highway Patrol Highway Shops Port of Entry	\$20 single unit/registration \$40 combination unit/reg \$7.50 single unit/fuel \$15 combination unit/fuel	No	No

TRIP PERMITS MAY ALSO BE OBTAINED FROM SEVERAL TRANSMITTER SERVICES.

UNLESS ORDERED IN ADVANCE FROM THE JURISDICTION INVOLVED, THERE MAY BE A CHARGE IN ADDITION TO THE JURISDICTION'S FEE.

CRITERIA FOR IRP LICENSE PLATE REFUND REQUESTS

Make your license plate refund requests on the License Plate Refund Request form (form A-226). You may obtain the form at any Secretary of State office, or by calling the Michigan IRP office at (517) 322-1097.

Mail your completed request to:
Michigan Department of State
Finance Division
Refund Unit -
Lansing, MI 48918-1422

NOTE: The license plate and/or tab and the original corresponding registration must always be surrendered with any request for a refund.

The following situations are the only legal basis for an IRP refund:

Dual Registration

If by error an owner purchased more than one Michigan registration for the same vehicle covering the same time period, a refund can be applied for on the last license plate or tab purchased. Send a copy of the registration you are currently using.

Vehicle Sold Before the License Plate or Tab is Attached

When an owner transfers or assigns title, or interest in the vehicle before using a new plate or tab (either original or renewal), a refund can be applied for. The unused tab and/or plate must be returned to the Department of State within 30 days following the date of transfer or assignment.

Suspension of Driver License

If a vehicle owner's driver license is suspended for a physical or medical reason, they can submit a doctor's statement and apply for refund covering the time remaining on the license plate.

Death of Vehicle Owner

If a vehicle owner dies, only the surviving spouse can submit a death certificate and the plates to apply for a refund of fees for the time remaining on the decedent's license plate.

GVW Credit

If GVW credit is not given when an original IRP registration is purchased, a request can be made for a refund of the credit. Send the GVW plate, original GVW registration and copy of IRP bill showing payment validation. NOTE: Credit is limited to the Michigan portion of the IRP registration and limited to the unused portion of the GVW registration.

